

GOVERNMENT OF INDIA

DEPARTMENT OF ARCHAEOLOGY

**CENTRAL ARCHAEOLOGICAL
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A PRACTICAL GUIDE TO LIBRARY PROCEDURE



A
Practical Guide
to
Library Procedure

by
BIMAL KUMAR DATTA

Librarian, Visva-Bharati University

Santiniketan

5134



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Preface

THE LIBRARY is the most useful of all social institutions which democratize knowledge.

India is now independent and every day she is marching ahead. With the spread of education, libraries are growing all over the country. But the success of a library depends mainly on the librarian and his knowledge of the science and technique of librarianship, i.e. the proper acquisition, proper dissemination and proper preservation of books and other reading materials.

Innumerable books covering the various aspects of library science have been published but it is not always possible for the average librarian to refer to them for information and guidance. This book seeks to give the information and guidance essential to the daily running of a library in a concise and handy form. The threefold purpose of this book may be stated thus :

1. To give to the librarian who lacks professional training guidance in the performance of his day-to-day work;
2. To serve as collateral reading in professional education in librarianship ; and
3. To serve as a textbook for a short course on Library Science.

I hope and believe that this book will be a useful handbook and practical guide for newcomers to the profession. The author is aware that the task is not merely to give young librarians some knowledge but also to inspire in them a faith in the ideals of true librarianship, and he ventures to hope that, in this respect too, this book will, to some extent, be useful.

I am thankful to Mr. P. S. Jayasinghe of Asia Publishing House for undertaking the publication of this book and to the editorial staff of Asia Publishing House for their co-operation in seeing the book through the press.

BIMAL KUMAR DATTA

*Central Library
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Contents

	<i>Page</i>
<i>Preface</i>	v
1. <i>The Library and the Librarian</i>	I
2. <i>Book Selection</i>	(4)
3. <i>Ordering, Checking and Preparing Books for Library Use</i>	8
4. <i>The Accession and Withdrawal Book</i>	13
5. <i>Accession—Periodicals, Newspapers and Serials</i>	15
6. <i>Classification of Books by Subject</i>	(19)
7. <i>Book or Author Number</i>	28
8. <i>Cataloguing</i>	(31)
9. <i>Registration of Borrowers and Charging or Book Issuing</i>	57
10. <i>Rules and Regulations</i>	65
11. <i>Stock Taking</i>	66
12. <i>Reference Service</i>	(68)
13. <i>Publicity</i>	75
14. <i>Preservation and Care of Books</i>	80
15. <i>Library Equipment and Furniture</i>	83
16. <i>Different Types of Libraries</i>	(82)
<i>Selected Bibliography</i>	101
<i>Index</i>	105

CHARTS, DIAGRAMS AND ILLUSTRATIONS*

Date Due Slip	10
Book Plate	10
Book Pocket	11
Specimen Page of an 'Accession Register'	12
Periodical Card—Monthlies	16
—Weeklies	18
Catalogue Card and Guide Card	33
Specimen of a Shelf-list Card with an Analysis of Its Different Parts	36
The Process Used, Step by Step, in Preparing a Book for Circulation	56
Borrower's Application Card	58
Book Card	60
Borrower's Card	61
Borrowers' Register	62
Sample Reference Books Arranged Subjectwise	72-3
Library Publicity	78
Charging Desk	84
Charging Trays	85
Card Catalogue Cabinet	86
Adjustable Steel Shelf	87
Magazine Rack	88
Dictionary Stand	88
Book-end	89
Vertical File Cabinet	90
Newspaper Stick Holder	90

*Diagrams of Catalogue Cards occurring in Chapter 8, "Cataloguing" are not included in this list.

I

The Library and the Librarian



THE LIBRARY is one of the important institutions which helps to build up a nation. The chief purpose of a library is to liquidate illiteracy and to disseminate knowledge and culture throughout a country. Its aim is to unfold the varied faculties of each and every individual of the nation—man or woman, child or adult, rich or poor—adopting ways and means which are appropriate in each case.

The majority of the people of India and other Asian countries are poor and illiterate. For centuries these people were exploited and opportunities for the acquisition of systematic knowledge were denied them. As a result, they are today—"the dumb millions of Asia". But they form the real backbone of the nation and every effort should be made to educate them and also to help them understand world movements.

The status of a nation as a whole depends solely on the welfare and achievements of the people irrespective of social class, sex and religion. And everything regarding the welfare and achievements of the masses depends on their education, mode of living and way of thinking. There is no way to improve the standards of the people—both of their living and thinking—but the process of democratizing knowledge through a network of free schools supplemented by a nation-wide free library service.

As a part of the fight against illiteracy, libraries, as mes-

sengers of knowledge and education, should be organised all over the country and they should be made successful and creative institutions through a system of co-ordinated administration, sound book-policy and wide publicity.

The word "library" is derived from the Latin "*libraria*", a place where books and written documents are kept. But the library of today is more than a building or a room in which books are stored. It selects, collects and distributes books to meet the demands of varying tastes, environments, and intellectual equipment.

The function of a library is thus not only to collect and preserve books but also to disseminate them. The latter function is the most important one. As Rabindranath Tagore said at the All-India Library Conference in 1928, "Most libraries are possessed with the passion for accumulation The facilities offered for their [books] use that should have been its [a library's] glory, are not deemed necessary for its pride." Modern librarianship takes the view that every book should have its reader and that, without a reader, a book, no matter how valuable and scholarly it may be, is of very little value for the library.

The fundamental duty of a librarian is to bring books and readers into proper contact. This can be done only by one who appreciates the objectives and potentialities of a library, the techniques, tools and means for achieving them, and the purposes and limitations of the means. The success of a library therefore depends largely on the librarian.

It is the duty of the librarian to select the right type of books and collect them, to create the readers' interest through the right type of publicity and personal help, to bring the right type of book to the right person at the right time and to preserve the books with care. Thus the librarian needs to be not only an expert provider but also an idealist, an enthusiastic promoter of the yet wider use of books. That is why librarianship has become a distinct profession.

Belief, Technique and Service—these three words will be

the motto of a true librarian. He should have a strong belief in the value of the library; he should know the techniques of library science and he should dedicate his life to the rendering of sincere service to the people.

Book Selection



THE LIBRARY, in order to be a creative, useful and effective instrument of education, should contain the right type of books.

With the enormous and constantly increasing output of books, the problem of selection of the right type becomes more difficult every day. Financially, it is not possible for a library to buy all the new books published and this is also not worth while as all newly published books are not necessarily useful publications. Hence the librarian should use his discrimination, very cautiously considering the limitations of the library budget, the interests of the community which uses the library, and the ideal function of a library, i.e. to help in the development and enrichment of human life. Balanced book selection is an important function in the running of a library.

It is not possible for an individual to read all the new books in order to select the right type. The librarian should, in the routine of selection, decide what aids are to be depended on for necessary help and information about current books and about old ones. Book selection aids generally include:

1. Printed lists of books ;
2. Book reviews published in important dailies, monthlies and quarterlies; and
3. Advice and help from readers and experts.

The printed lists of books may be divided broadly under the following heads:

1. Lists published by learned societies, library commissions and other corporate bodies of standing; and
2. Lists published by book-traders.

According to the requirements of the community, books can safely be selected from lists of the first type. The librarian should, however, exercise great care whilst choosing books from lists issued by the book trade as they are designed to aid the sale of books and naturally ignore their weak features. Information regarding the content of a book, its point of view, its treatment of the subject and the author's ability may be gathered from such lists but the librarian should exercise discrimination while using them as a basis for book selection.

Book reviews published regularly in newspapers and periodicals are another important source of aid in book selection. Here too, the librarian should be careful to select only reliable and authoritative periodicals and dailies as a source of reviews.

Since books are for use and a library is meant for the readers, readers must be invited to let the library know their likes and dislikes. For this purpose, in order to enable the readers to help in book selection, a library should maintain a set of cards, a blank book or loose slips on which readers may note their suggestions. The cards or blank book should provide space for the following entries: (1) Title, (2) Author, (3) Publisher, (4) Price, and (5) Source of information (if from any review, list, etc.). Library authorities should consult these recommendations at the time of the final selection and due attention should be given to them. This will help considerably in making a library a success among the community it serves. In any case, a librarian should not select books and journals entirely on his own. He should take the help of the leading members of the community (in the case of public libraries), of experts (in the case of technical libraries) and of teachers,

lecturers and departmental heads (in the case of school, college or university libraries). Such help will make the selection a complete and balanced one.

Besides resorting to the aids described above, a librarian has to consider the following points in relation to a particular book before final selection:

1. Who is the author and to what extent does the book reflect his personality?

2. Does the work display any degree of creative power or originality of conception? Is its treatment of its subject either too scholarly, abstract or popular?

3. What is the date of publication? (It is no use purchasing books which are out-of-date, particularly in the case of books on science and technology. In some cases, however, the age of a book gives it additional value and makes it a precious addition as a curio or an exhibit.)

4. What is the physical and general make-up (format) of the book?

- (a) Are the types used in the book clear, legible and bright?

- (b) Is the quality, tone and finish of the paper used good?

- (c) Is the book furnished with an index, a bibliography, maps and plates?

A librarian has also to consider which among possible selections would make the best reading for the largest number at the least cost. He should carefully consider the price of a book in comparison with the number of readers it will serve. In the selection and purchase of new books the librarian should follow the golden path of economy. He should make every effort to secure books through gifts and exchanges and thus save some of the money of the library which can be utilised elsewhere. Government publications may be secured free of cost, specially for the public libraries. Regarding costly and

second-hand books, the librarian should consult second-hand and auction catalogues if available. A list, with addresses, of dealers in second-hand and rare books is usually to be found in the advertising pages of library journals.

A librarian should maintain a file of the slips or cards of recommended books, with detailed information about them. In due course he will place these suggestions before the book-selection committee, of which the librarian usually acts as the *ex-officio* secretary. It is wiser to devote some time to the preparation of lists of suitable books throughout the year than to prepare such lists in one or two sittings. If the latter course is followed, there is every possibility of important titles being omitted. Every care should be taken to avoid unnecessary duplication and to replace important books rejected from stock on grounds of physical deterioration.

The following rules will be helpful in the broad selection of books for libraries :

1. Select books that will tend towards the development and enrichment of life.

2. Select books that will be positively useful and not harmful either to the individual or the community.

3. Select books on subjects in which individuals and groups in the community have a natural interest.

4. Select books suitable for all the people of the community, not merely for those who are enrolled as borrowers. The selection should, as far as possible, cover every trade, religion, political doctrine, interest and custom found in the community.

5. Select some books of permanent value regardless of whether or not they will be much used.

3

Ordering, Checking and Preparing Books for Library Use



MOST LIBRARIES have their own system of ordering books and journals. It is desirable to keep this system as simple as possible in order to satisfy audit requirements.

For small public libraries or school libraries, the librarian should prepare a list of books mentioning the names of authors and titles. The order-list should include all the relevant information—author's full name, exact title, price, edition and publisher. Duplicate copies of every order list for books and magazines should be made. One copy should be sent to the bookshop and the other retained with the librarian to enable him to check against the orders when the books are received.

For larger libraries, the following procedure is suggested :

1. When a book is selected for purchase, the following details are entered on a card : (a) author's name, (b) title, (c) price, (d) edition, (e) publisher, and (f) number of pages.
2. This card with all other order-cards is kept in a box arranged alphabetically under the author's name.
3. The orders are then sent to the respective booksellers, each card being marked with an identifying symbol for the name of the bookseller from whom the book has been ordered, e.g. APH for Asia Publishing House, together with

the date of the order and then filed alphabetically.

4. The booksellers will receive lists of the books they are required to supply. Every such list should be numbered and booksellers should be instructed to quote these numbers on the invoices. These numbers will help to check the books when received and to remove the order cards from the order files.

5. On receipt of books from the booksellers, the dates of receipt should be entered on the respective cards and the titles incorporated in the catalogue in order to prevent re-ordering.

Every shipment of new books should be shelved on a special shelf, arranged alphabetically by authors to facilitate checking with the invoice and the order-cards or slips as well as to check thoroughly whether the book is complete with all the pages, plates, maps, etc. When the book has been checked, the library's mark of ownership, either by a rubber-stamp or by a *book plate* (a printed or engraved label with the name of the library on it and with space for the call number to be written) should be stamped or pasted on the inside of the front cover. The perforating stamp is the other safe way of marking ownership on a library book. Besides this, all the plates, maps and one of the pages of the book, either 29 or 39, should be stamped with a seal of the library.

The other three things to be fixed are :

1. The *book label*, a small square or round slip of paper pasted on the back (spine) of a book on which is written the call number of a book after classification and cataloguing are done ;

2. The *dating slip*, a blank sheet of paper with room to write dates of issue and return, to be fixed on the fly-leaf opposite the back-cover ;

3. The *book pocket*, a piece of triangular or square paper pasted in the form of a pocket on the inside back-cover to

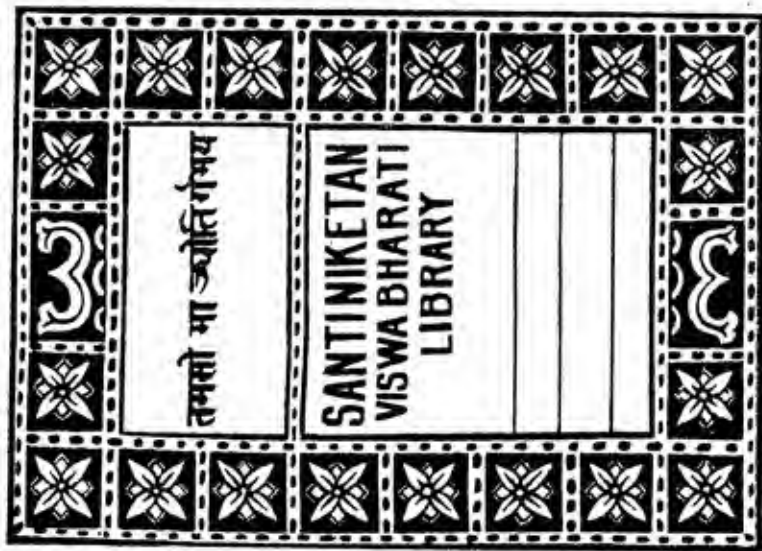
DATE DUE SLIP

Central Calcutta Public Library

Unless this book is returned on or before the due date given below, a fine of $\frac{1}{4}$ anna a day will be charged for each day.

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BOOK PLATE

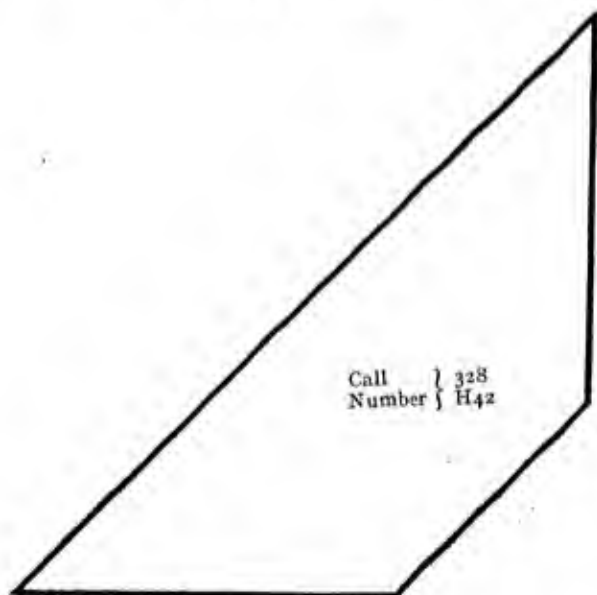


hold the book card. In case of any difficulty with the fixing of the book pocket, the book card can easily be kept within the book.

Every care should be taken to maintain neatness and uniformity in the work of fixing and pasting the different labels and pockets.

Generally, new books come fresh from the press. They should be carefully "opened", i.e. a few pages at a time should be turned with the cover, gently pressing up and down till the middle of the book is reached. If this is not done, there is every chance of breaking the binding. After "opening", the uncut pages should be carefully cut with a smooth paper cutter. If this precaution is not taken, the reader will probably cut the pages with his finger or a pencil and thus damage the book.

BOOK POCKET



SPECIMEN PAGE OF AN 'ACCESSION REGISTER'

Date 18-3-56

<i>Serial Number</i>	<i>Title</i>	<i>Author</i>	<i>Publisher and Place of Publication</i>	<i>Date of Publication</i>	<i>Source</i>	<i>Price</i>	<i>Cost</i>	<i>Pages etc.</i>	<i>Call Number</i>	<i>Remarks</i>
403	The toy cart	A. Symons	Maunsel & Co., London	1919	Purchased	7 sh.	6/6 d.	114 pp.		
404	Asoka—for the young	A. Chakravarty	Good Books Co., Calcutta	1953	Presented	Rs. 6/-		124 pp. 2 plates		
405	Poems	R. W. Emerson	G. Routledge & Sons, London	1898	Purchased	10 sh.	5 sh.	315 pp.	821 Em 34	2nd Hand

The Accession and Withdrawal Book



THE ACCESSION BOOK is the key to the life history of a library. The term *accessioning* means the recording of the additions of books in order of their receipt. In a library this is a process of entering books chronologically in a bound, ruled register, giving each volume a serial number and recording other necessary information. This register is known as the *accession register* and the serial number assigned to each book as the *accession number*. The accession number is important, as through it the entire history of a book may be traced.

Irrespective of the form that the accession register takes, the following basic information should be entered in each case : 1. Serial Number, 2. Title, 3. Author, 4. Publisher and place of publication, 5. Date of publication, 6. Source—whether the book is purchased or received as a gift or in exchange, 7. Price, 8. Cost (actual sum paid after deducting commission, etc.), 9. Pages, Plates, Maps etc., 10. Call Number, and 11. Remarks.

As soon as the required information about a book is entered in the accession register, the serial number or accession number assigned to the book should be written in the lower margin of the title page with a stamp of the library. An accession number, once assigned, should not be used again, even though the book to which it refers is withdrawn or lost.

Some modern librarians believe that to maintain both an accession register and a shelf list is a mere duplication of work.

By including some more detailed information (e.g. cost, source etc.) on the shelf list card, libraries can utilize them as accession cards. However, as this practice is still in the experimental stage, it is advisable to adhere to the old procedure, i.e. to continue to keep the accession register as the most important record of the library.

Regular entries in the *withdrawal book* are another important part of library routine. This book records details of books withdrawn from the shelves because they are old, torn or out-of-date. For statistical purposes, both accession and withdrawal books are useful. From them, at any time, we can determine the actual number of books held by the library by comparing the two records. Generally, the following items of information are recorded on the pages of the withdrawal book : 1. Serial Number, 2. Title, 3. Author, 4. Accession Number, 5. Reason why the book is withdrawn, and 6. Remarks.

When important books get damaged as a result of over-use and are removed from the shelves, their names and numbers should be duly entered in the withdrawal book. As replacement of some of these important books is essential, the librarian should consult the withdrawal book when he is selecting books for purchase or sending out orders for them.

5

Accession—Periodicals, Newspapers and Serials



PUBLICATIONS which appear in parts or volumes at regular intervals are known as periodicals or serials. For current and recent information, they are very useful sources, and there is no field in the domain of knowledge which does not have its own periodical publications. To keep readers acquainted with the modern world—new trends of thought, developments and discoveries—librarians should take every care to select standard periodicals and keep their files complete and up-to-date.

To ensure that the files of periodicals are complete and up-to-date, a library should maintain a separate record for each periodical containing the following necessary information :

1. Accounts for payment and renewal of subscription,
2. Receipt of each part or issue,
3. Date when the title page and the index are issued,
4. Source, and
5. Frequency.

It is recommended that separate cards for each periodical should be made to facilitate checking when issues arrive. These cards should be devised in such a way that both monthly as well as weekly periodicals may be checked. The form of

PERIODICAL CARD (MONTHLIES)

FRONT

<i>Title of the Journal</i>														
<i>Date of Arrival</i>														
<i>Year</i>	<i>Vol.</i>	<i>Ja.</i>	<i>Feb.</i>	<i>Mar.</i>	<i>Ap.</i>	<i>May</i>	<i>Je.</i>	<i>Jy.</i>	<i>Ag.</i>	<i>Sep.</i>	<i>Oct.</i>	<i>Nov.</i>	<i>Dec.</i>	<i>Remarks</i>

BACK

<i>Source</i>
<i>Title Page & Index</i>
<i>Date of Renewal</i>
<i>Frequency</i>

the card should be as follows: There should be space at the top to write the title of the journal and the approximate expected date of arrival; the card used for checking monthly arrivals may be ruled off into columns headed, "year", "volume", months of the year, and "remarks". At the back of the card there should be provision for the following entries: 1. Source, i.e. the name of the firm through which the periodical is received on payment or of the individual or organization from whom it is received as a gift or in exchange; 2. Title page and index—when expected. (At the end of the year, when the periodicals are sent for binding, both the title page and the index are essential. Some periodicals send the title page and index with the last issue of the year or with the first issue of the new year, while others do not send them unless specially asked for. When the arrival of the last issue for the year is checked, the other side of the card should be looked at to see if it is necessary to write to the publisher for the index.); 3. Date of renewal (a librarian should be careful to send the renewals regularly); and 4. Frequency, i.e. whether the periodical is a monthly, quarterly, or half-yearly publication.

An example of a periodical card is reproduced opposite.

For the weekly periodicals, the front of the card should be arranged as follows: There should be space for two entries on the first line, the title of the journal and its approximate day of arrival; while on the second line there should be provision for entering the year and volumes. The front of the card should be divided into eleven columns (so that it will serve for two years) under the following heads: months, and two sets of five columns, one set for each year for weekly issues. The back of the card should be the same as the one mentioned earlier. An example is reproduced overleaf.

To make checking easier, some libraries, instead of arranging the cards alphabetically, place them in a tray in order of the expected date of arrival. This method saves a considerable amount of time and helps to check arrivals and find out defaulters simultaneously. If a periodical does not arrive on

Classification of Books by Subject



CLASSIFICATION consists of grouping things together on the basis of common likeness, separating the like from the unlike. According to Cutter, "Book classification is the grouping of books written on the same or similiar subjects. There must be some sort of definite arrangement of books in the library if they are to be traced without difficulty. The most satisfactory method is that of putting all books on the same subject together on the shelves. This grouping together of books that are alike either in subject or in literary form is known as 'classification' and for the libraries this is a process to secure economy and efficiency in the use of books."

In a modern library it is usually necessary to sub-divide the non-fiction into a number of general classes such as Literature, Arts and Recreation, Pure Science, History etc. Each of these classes must further be sub-divided by specific subject. For example, all histories of the city of Delhi are shelved side by side. These volumes are put in the sections on Indian History, which in turn is a part of the larger section, Asian History. Asian History is a part of the broad subject, History.

Before the invention of the modern systems of classification, the following attempts were made to group books in an order :

- I. Arrangement on the shelves according to the accession order ;

2. Arrangement on the shelves according to size ;
3. Arrangement on the shelves according to alphabetical order of the author's surname ;
4. Arrangement on the shelves according to fixed location, i.e. to identify a book after the particular position in the library (For example, the number 1457.15 will indicate the book to be found on the 1st floor, 4th room, 5th case, 7th shelf and 15th place on the shelf.) ; and
5. Arrangement on the shelves according to language, chronological arrangement etc.

With the march of time and the gradual growth of the volume of printed materials, the above-mentioned systems failed to work satisfactorily. Hence, due to the pressure of necessity, the following classification schemes were devised in the 19th and 20th centuries :

1. Decimal classification : Melvil Dewey, 1873 (U.S.A.)
2. Expansive ,, : C. A. Cutter, 1891 (U.S.A.)
3. Congress ,, : Library of Congress, 1904 (U.S.A.)
4. Subject ,, : J. D. Brown, 1906, (U.K.)
5. Colon ,, : S. R. Ranganathan, 1933 (India).
6. Bibliographical ,, : H. E. Bliss, 1934 (U.S.A.)

Among these, the Decimal Classification System of Dewey is widely used all over the world.

The following basic rules should be followed in classifying books :

1. Place a book where it will be most useful according to its basic subject.
2. Give a book one specific number. One book cannot have more than one number.
3. When a book deals with more than one subject,

the class should be determined by the more important topic of the two or more topics. Analytic cards should be made for the others.

4. When a book deals with more than three sections of a division, classify it according to its division rather than according to its specific sections. (For example, a book with five chapters deals with Mathematics, Astronomy, Physics, Chemistry and Geology: Classify the book under Pure Science rather than under any of the specific subjects.)

5. When, after a certain stage, division by subject is not possible, language, form, date of publication and such other characteristics of the book should be taken into consideration for further division, giving the first preference to the important one.

Dewey's Decimal Classification is accepted as the standard all over the world. But no system is perfect and this system is being modified with the march of time. As a result, fifteen editions of his standard work, *Decimal Classification*, have been issued so far.

A major defect of the Dewey system is that it allows little scope for the classification of Asian topics.

The following quotation from Dr. Dewey's introduction to his work will explain the plan of his system of classification :

"This classification divides the field of knowledge into 9 main classes, numbered 1 to 9. Cyclopedias, periodicals etc., so general as to belong to no one of these classes, are marked 0 and form a 10th class. Each class is similarly separated into 9 divisions, general works belonging to no division having 0 in place of the division number. Divisions are similarly divided into 9 sections. Thus 512 means class 5 Pure Science, division 1 Mathematics, section 2 Algebra, and every algebra book is numbered 512."

The Dewey system of Decimal Classification is outlined below.

The whole field of knowledge is divided into 10 main classes as follows :

000 — General Works	600 — Applied Science
100 — Philosophy	700 — Arts and Recreation
200 — Religion	800 — Literature
300 — Social Sciences	900 — History, Travel and Bio- graphy
400 — Linguistics	
500 — Pure Science	

These main classes are sub-divided as follows :

DIVISIONS UNDER THE MAIN CLASSES

000—*General Works*

010 — Bibliography	060 — General Societies
020 — Library Science	070 — Journalism, Newspapers
030 — General Encyclopaedias	080 — Collected Works
040 — General Collected Essays	090 — Book Rarities
050 — General Periodicals	

100—*Philosophy*

110 — Metaphysics	160 — Logic
120 — Metaphysical Theories	170 — Ethics
130 — Fields of Psychology	180 — Ancient Philosophy
140 — Philosophical Systems	190 — Modern Philosophy
150 — Psychology	

200—*Religion*

210 — Natural	280 — Christian Churches and Sects
220 — Bible	290 — Non-Christian Religions
230 — Doctrinal Theology	291 — Comparative Mythology
240 — Devotional Theology	294 — Buddhism and Brahminism
250 — Pastoral Theology	294.1 — Vedic
260 — Ecclesiastical Theology	294.2 — Pre-Buddhistic
270 — Christian Church History	294.3 — Buddhism

- | | |
|------------------------------------|-------------------------------------|
| 294.4 — Jainism | 294.553 — Sikhism |
| 294.5 — Hinduism | 295 — Zoroastrianism |
| 294.55 — Various Sects of Hinduism | 296 — Judaism |
| 294.551 — Sakta | 297 — Muhammadanism |
| 294.552 — Bramhosamaj | 299 — Other non-Christian Religions |

300—*Social Sciences*

- | | |
|-----------------------------|--------------------------------|
| 310 — Statistics | 360 — Social Welfare |
| 320 — Political Science | 370 — Education |
| 330 — Economics | 380 — Commerce ; Communication |
| 340 — Law | 390 — Customs |
| 350 — Public Administration | 398 — Folklore |

400—*Linguistics*

- | | |
|--------------------------------------|--|
| 410 — Comparative | 492.4 — Hebrew |
| 420 — English | 492.7 — Arabic |
| 430 — German | 492.8 — Ethiopian |
| 440 — French | 493 — Hamitic |
| 450 — Italian | 494 — Tungusic, Mongolic, Turkic, Samoyed, Finno-Ugric and Hyperborean Languages |
| 460 — Spanish | 494.8 — Dravidian Languages |
| 470 — Latin | 494.811 — Tamil |
| 480 — Greek | 494.812 — Malayalam |
| 490 — Other languages | 494.813 — Telugu |
| 491 — Indo-European Languages | 494.814 — Kanarese |
| 491.1 — Indic | 495 — Sino-Tibetan, Japanese-Korean, Austro-Asiatic |
| 491.2 — Sanskrit | 495.1 — Chinese |
| 491.3 — Prakrit, Pali | 495.4 — Tibetan |
| 491.4 — Modern East Indian Languages | 495.5 — Himalayan |
| 491.41 — Sindhi | 495.6 — Japanese |
| 491.42 — Punjabi | 495.7 — Korean |
| 491.43 — Hindi | 495.8 — Burmese |
| 491.44 — Bengali | 495.91 — Siamese |
| 491.45 — Oriya | 92 — Annamese |
| 491.46 — Marathi | 95 — Munda |
| 491.47 — Gujerati | 496 — African |
| 491.48 — Sinhalese | 499 — Austronesian |
| 491.5 — Iranian | |
| 492 — Semitic | |
| 492.1 — Aramaic | |

500—*Pure Science*

510 — Mathematics
 511 — Arithmetic
 512 — Algebra
 513 — Geometry
 520 — Astronomy
 530 — Physics

540 — Chemistry
 550 — Earth Sciences
 560 — Paleontology
 570 — Biology
 580 — Botany
 590 — Zoology

600—*Applied Science*

610 — Medical Science
 620 — Engineering
 630 — Agriculture
 640 — Home Economics
 650 — Business and Business
 Methods

660 — Chemical Technology
 670 — Manufactures
 680 — Manufactures, continued
 690 — Building

700—*Arts and Recreation*

710 — Landscape Architecture
 720 — Architecture
 730 — Sculpture
 740 — Drawing, Decoration
 750 — Painting

760 — Prints and Print Making
 770 — Photography
 780 — Music
 790 — Recreation

800—*Literature*

810 — American
 820 — English
 830 — German
 840 — French
 850 — Italian

860 — Spanish
 870 — Latin
 880 — Greek
 890 — Other literatures (divided
 like 490)

Form divisions within literature:

- | | |
|------------|------------------|
| 1. Poetry | 5. Oratory |
| 2. Drama | 6. Letters |
| 3. Fiction | 7. Satire |
| 4. Essays | 8. Miscellaneous |

Now let us see how to classify a book on Chinese drama:

Other literature—890
 Chinese literature—895.1
 Chinese drama —895.12

900—*History, Travel and Biography*

- | | |
|--|---------------------------------|
| 900—History | 950 — Asia |
| 910 — Geography, Travels | 951 — China |
| 913 — Geography of the Ancient World | 952 — Japan |
| 920 — Biography | 953 — Arabia |
| 921 — Biography of Philosophers | 954 — India (up to A.D. 1765) |
| 922 — " " Religious Men | 954.08 — India (A.D. 1765-1947) |
| 923 — " " Statesmen | 954.09 — Union of India (1947—) |
| 924 — " " Philologists | 954.7 — Pakistan |
| 925 — " " Scientists | 954.8 — Ceylon |
| 926 — " " Useful Artists | 955 — Iran |
| 927 — " " Artists and Sculptors | 956 — Near East |
| 928 — " " Writers, Authors | 957 — U.S.S.R.—Asiatic Regions |
| 929 — Genealogy and Heraldry | 958 — Middle East |
| 930 — Ancient World History | 958.1 — Afghanistan |
| 931 — China—Ancient | 959 — Indo-China |
| 932 — Egypt—Ancient | 959.1 — Burma |
| 933 — Hebrew Civilization—Ancient | 959.3 — Siam |
| 935 — Near East—Ancient | 959.5 — Malay Federation |
| 936 — Ancient European Tribes | 960 — Africa |
| 937 — Rome—Ancient | 962 — Egypt |
| 938 — Greece—Ancient | 963 — Ethiopia |
| 939 — Other Countries—Ancient Chaldea, Assyria, Babylonia etc. | 970 — North America |
| 940 — European History | 971 — Canada |
| 941 — Scotland | 973 — U.S.A. |
| 942 — England | 980 — South America |
| 943 — Germany | 990 — Oceania |
| 944 — France | 991 — Indonesia |
| 945 — Italy | 991.1 — Borneo |
| 946 — Spain | 991.2 — Celebes |
| 946.9 — Portugal | 991.4 — Philippines |
| 947 — Russia | 992 — Sunda |
| 948 — Norway, Sweden, Denmark and Finland | 992.1 — Sumatra |
| 949 — Other European Countries (Belgium, Switzerland etc.) | 992.2 — Java |
| | 993 — Melanesia |
| | 993.1 — New Zealand |
| | 994 — Australia |
| | 995 — Papua—New Guinea |
| | 996 — Polynesia |
| | 997 — Isolated Islands |
| | 998 — Arctic Regions |
| | 999 — Antarctic Regions |

FORM DIVISIONS

The following form-divisions may be added to any subject number :

- 01 — Theory, Utility, Philosophy
- 02 — Outlines, Compendis
- 03 — Dictionaries, Encyclopaedias
- 04 — Essays, Lectures, Addresses
- 05 — Periodicals, Magazines
- 06 — Societies, Transactions, Reports
- 07 — Education, Study and Teaching etc.
- 08 — Polygraphy, Collections etc.
- 09 — History and General Local Treatment

A few examples of how the form divisions should be added to the subject numbers are given below :

1. *Outline of Indian History*

History : 900

Indian History : 900—54=954

Outline of Indian History : 954—02=954.02

2. *History of Philosophy*

Philosophy : 100

History of Philosophy : 100—09=109

3. *Scientific Societies*

Pure Science : 500

Scientific Societies : 500—06=506

It should be noted that, if the numbers to which these form divisions are attached end in 0, this figure is not repeated, e.g. *History of Philosophy* is 109, not 100.09.

A few examples of book-classification (analysis) are given below :

<i>Name of Book</i>	<i>Analysis</i>	<i>Classification Number</i>
<i>Life of Mahatma Gandhi</i>	Biography	920
	Biography of a politician	923
	Biography of an Indian politician	923.54
<i>History of Burma</i>	History	900
	History of Asia	950
	History of Burma	959.1
<i>A Survey of Mohammedanism</i>	Religion	200
	Non-Christian Religion	290
	Mohammedanism	297
	History of Mohammedanism	297.09
<i>Folk-lore of Malay</i>	Sociology	300
	Folklore	398
	Folklores of Malay	398.499
<i>Scientific Societies of Egypt</i>	Science	500
	Scientific Societies	506
	Scientific Societies of Egypt	506.62

Note regarding (1) geographic numbers; (2) language and literature:

1. In order to add the geographic number "divide like 930-999". As 9 represents the number for general history, it should not be added. Only the locality number should be used with the class number. *Example*: The class number for *Painting of India* is 750.54. The number for painting is 750 and the locality number is (9)54.

2. In 890 there is the direction, "divide like 490". For the other literatures use only numbers added after 49 with 89. *Example*: The number for China is 495.1. The number of Chinese literature should be 895.1, for Chinese drama it should be 895.12. Here 2 (drama) for division of literature is added.

Book or Author Number



AFTER CLASSIFICATION it will be found that there are several books within a particular class-number written by several authors. It will thus take a long time to find a book on Chemistry of a particular author where the library has a number of volumes on Chemistry by several authors unless some further method of identification is adopted. In order to make the classification number more significant and exactly locative it was found necessary to distinguish each book from others belonging to the same class by adding the *Book or Author Number* to the class number of each book.

In the words of Dr. Ranganathan, "The Book Number of a book individualises it among the books sharing the same class number." As the Book Number is arranged after the family name of the author, it is also known as the Author Number of a book.

To make it possible to determine the location of each book from the Call Number, one of the methods described below is generally adopted :

The simplest process is to use the initial letter of the author's surname below the class number used. This may be read at a glance and is easily remembered. Let us examine the following examples :

i) History of India by H. C. Roychoudhury

954
R

ii) History of Philosophy by W. C. *Bernett*

109
B

iii) Simple Science by Julian *Huxley*

500
H

In libraries where the number of volumes is not very large, the Cutter Table (described below) may not be required. They may use the initial of the author's surname followed by a figure, which will denote the serial number of the particular volume in relation to the other volumes which the library has under each initial in each class. For example :

The Green Lacquer Pavilion by Helen *Beauclerk*

823
B1

Seven Men by Max *Beerbohm*

823
B2

The Man Who Made Gold by Hillaire *Belloc*

823
B3

The large public and university libraries, instead of using the author's initial, use Borden Book Numbers or Cutter Numbers. The Cutter-Sanborn Tables have been worked out to give exact distinctive book numbers. According to the arrangement of the Cutter-Sanborn table, "Books on the shelves are kept alphabetized by marking them with the initial of the author's family name, followed by one or more decimal figures assigned according to a table so constructed that the names whose initials are followed by some of the first letters of the alphabet have the first numbers and those in which the initials are followed by later letters have later numbers." For example, W. Churchill : C 47 ; D. Eisenhower : Ei 83 ; M. K. Gandhi : G 15 ; Jinnah : J 56 ; John Kotelawala : K 84 ; Jawaharlal Nehru : N 31 ; Thakin Nu : N88 ; Soekarno : So 21 ; etc.

It is to be noted that for names beginning with vowels and S, a second letter and two figures should be used (Soekarno : So 21 ; Eisenhower : Ei 83) and that in biographies and genealogies, the author's number is assigned from the name of the biographee or from the name of the family (for genealogies).

The reason for assigning the Cutter Number after the name of the biographee is to keep the lives of an individual in one row on the shelves. For example, if the following biographies of Gandhiji are assigned with Cutter Numbers according to their respective authors, they will be scattered.

1. *Sage of Sevagram* by Chitra Desai
2. *Mahatma Gandhi* by H. S. Polak and others
3. *Lenin and Gandhi* by Rene Tulop-Miller

The class number of all these titles is 923.54. If the book number or Cutter Number is given according to the individual authors, they will be scattered on the shelves as follows :

(1)

923.54 D 45

(2)

923.54 P 75

(3)

923.54 T 82

In order to locate them in one place, the Cutter Number of all these should be assigned after the name of the biographee (here after the name of Gandhiji) and to individualise each of them, the first letter of each author's family name should be added with the Cutter Number thus :

(1)

923.54 G 15 D

(2)

923.54 G 15 P

(3)

923.54 G 15 T

8

Cataloguing



IN A MODERN LIBRARY, the foremost duty of the librarian is to help readers with proper books at the proper time. In a small library or a private collection it might be possible for the librarian to know each and every book and help readers from memory. But in an up-to-date and well-equipped library, where the number of books is increasing by hundreds and thousands every year, it is not possible to rely on memory work. There it is necessary to prepare a scientific index covering each and every book from different angles and to keep the index in proper order. A complete inventory of the books of a library from various approaches and angles is known as a *library catalogue*. It is actually the key to each and every book in a library.

The purpose of cataloguing is to prepare a complete inventory from which it is possible to find out a book of which either

- | | | |
|--|---|-----------|
| a) The author,
b) The title, or
c) The subject | } | is known. |
|--|---|-----------|

Let us see how cataloguing serves its purpose. Generally, readers ask a librarian the following types of questions :

1. Have you any book by Poet Tagore ?
2. Have you the book *Shakuntala* or *Merchant of Venice* ?

3. Have you any books on Islam or Burmese Art?
4. Have you any book of Griffin's Scientific Series?

Now, from the above-mentioned questions, it is clear that most readers ask the librarian about a book by the name of the author, by the name of the book, by its subject-matter, or by the name of series. The duty of a librarian is to answer the reader's questions as quickly and thoroughly as possible. Only with the help of a complete and efficient catalogue can a librarian properly answer the readers. Hence cataloguing is an essential part of the technical work of a library.

It is the general practice to keep the inventory either on cards or on loose slips of paper. The former type is known as a card catalogue, the latter as a sheaf catalogue. The card catalogue is more widely used, for its advantage of easy expansion and circulation. A sheaf catalogue is to some extent space-saving and economical.

The standard size of the card used for cataloguing is 5" × 3", with or without rulings. Personally, the author prefers cards with class, author and title indention rulings. Holes are generally punched at the bottom centre of each card to facilitate filing in a card box with the help of a rod. In between the cards, guide cards are used to separate one subject or one topic from another in the file. These guide cards are also 5" × 3", but of different colours and with a tab, one-fourth of an inch high on the top. The class numbers, important subdivisions and names of groups should be written on these tabs.

Kinds of Catalogue

A library catalogue is maintained in the following two main kinds:

1. *Classified Catalogue*: in which the cards are arranged in a logical order, according to the classification system used by the library; and

2. *Dictionary Catalogue*: in which cards are arranged alphabetically, as in an ordinary dictionary in a single alphabet series for author, titles, subjects, references and any other entries that may be needed. This is an excellent library record and is widely used.

Types of Cards

The four types of cards which a complete catalogue file should contain are:

1. Author card or the main entry,
2. Title card,
3. Subject card, and
4. Cross-reference card or "See" and "See also" cards.

Shelf List

Besides these, shelf-list cards are maintained in a special file for the use and reference of the library staff only. These cards constitute a complete and detailed record of all the books of the library, arranged in the same order as the books stand on the shelves, i.e. classwise and, under each class, authorwise.

Taking one class at a time, shelf-list cards should be prepared for every book of a library. The following procedure should be followed in preparing the shelf-list cards:

1. Enter the call number of the book on the top lines of the left-hand side of the card, i.e. within the class indention.
2. On the first line, beginning from the author indention, enter the author's surname, a comma and his given initials or Christian name. Follow this with a period. Capitalize the first letters of the surname and Christian name.

3. On the second line, beginning from the title indentation, enter the title of the book, capitalizing only the first letter of the first word and proper names. Leaving one space (about $\frac{1}{2}$ inch), write the name of the publisher. After a period and a space, record the place of publication. Follow this with a period, leave one space and then give the copyright date or date of publication followed by a period. When there is no date write "(n.d.)" and for copyright dates write the letter "C" before the date, e.g. "C1954". All this information, except the name of the author and the title, are known collectively as the imprint of a book.

If there is no space to accommodate the entry on a single line, continue from the *author indentation* of the next line.

4. On the next available line, beginning from the title indentation, enter the items of the collation one after the other, i.e. the number of pages, volumes, plates, maps, charts and size, each followed by a comma.

5. On the sixth line of the class indentation, below the call number, enter the accession number of the book.

The diagram on the next page will make clear the position of the various entries.

Author Entries

After preparing the shelf list, the cataloguer should make the author entry or the main entry which identifies a book. This card is known as the author entry or card because in it the author of a publication is given first place, his name being entered on the top line of the card.

The arrangement of the author entry should follow that of the shelf list, but without the detailed information. The call number should, as usual, be entered on the first and second top lines within the class indentation. From the author indentation of the first line should be entered the author's surname,

3. A book in which the author uses a pseudonym or initials,
4. A book which has more than one author,
5. Government, society and institutional publications,
6. Anonymous classics, the sacred books and series publications,
7. Encyclopaedias and dictionaries,
8. Periodicals.

Where the editor, compiler or translator is directly responsible for the publication, make the main entry under the name of the editor, compiler or translator. From the author's indentation of the first line enter the surname of the editor, compiler or translator, a comma, and his given or Christian name. After a period and a space enter the abbreviations "ed." for editor, "comp." for compiler, and "tr," for translator as the case may be. The title should start on the next line as usual.

	Majumdar, R. C. ed.	
		The History of Bengal. Vol. 1. Hindu Period.
		○

Where the author's name is not known, i.e. for anonymous works, the rule of the American Library Association is: "Enter the anonymous works under the name of the author

when traceable otherwise under the first word of the title—not an article.” In the latter case begin from the title indentation of the second line of the card, keeping the first line blank.

	C 1915.	America as I have seen it, by an Indian student.

When the author uses a pen name, assumed name or pseudonym (as Bhanu Sinha for Rabindranath Tagore or Mark Twain for Samuel Langhorne Clemens), enter his real name, if it is better known, at the regular author indentation. On the same line, after a space and within brackets, write the pseudonym in full, not inverted, a comma, follow with the word “pseud.” and close the bracket. On the second line, at the title indentation, write the title as usual.

	Clemens, S. L. (Mark Twain, pseud.)	
		Prince and the pauper.

Also make a name reference card under the pseudonym referring to the main entry under the real name. Here enter the pseudonym inverted at the title indentation followed by the words: “pseud. see” and on the next line, at the author’s indentation, enter the real name—surname followed by Christian name.

		Twain, Mark, pseud. see
	Clemens, S. L.	

When the pseudonym of an author is better known than his real name, the pseudonym will be the main entry. It is entered on the top line at the author's indention, the pseudonym being inverted. After a period and a space, write on the same line the words "pseud. of" followed by the real name not inverted. On the second line enter the title as usual.

	Twain, Mark. (pseud. of S. L. Clemens)	
		Prince and the pauper.

If the author uses only his initials and his name is not known make the main entry and other cards under the initial beginning with the last letter first. Also make a reference card referring from the initial as used on the title page to the inverted form.

	B, K. C.	
		Experiences.

		K.C.B. see
	B, K. C.	

If, however, the full name of the author who uses initials is known, make the main entry under his full name (family name first and then the Christian name) and then, after a period and space, give the initials within brackets.

	Appleton, T. G. (T.G.A.)	
		Sheaf of papers.

In case there is more than one author, enter the main entry under the first name mentioned on the title page followed by the names of others, preceded by the word "and". For the other authors make reference cards from their names to the main entry where all the authors are entered. After each name, which will start on the first line from the title indention, the phrase "joint author" should be noted and, after a comma and a space, write the word "see".

	Chatterji, S. K. and Sen, P. R.
	Bengali grammar. 1931.

	Sen, P. R. joint author, see
Chatterji, S. K. and Sen, P. R.	

Government, society and institutional publications generally bear no name of any individual author. In such cases, the name of the corporate body directly responsible for the publication should be treated as the author. The name of the country, state or city, the location of the Government or institution, should be written first and then the name of the department or institution should be inserted after a period and a space. For society publications, the latest name of the society should be written first and, after a comma and a space, the name of the place where it is located should be given. If the name of the compiler or writer of such publication is well-known, a separate author card should be made under his name and, after a period and space, his actual position should be noted in an abbreviated form, e.g. ed., comp. etc.

India	Govt. Planning Commission.
for 1953-54.	Five year plan. Progress report 1954.

	Asiatic Society of Bengal, Calcutta.
	Proceedings of meetings. Vol. XI.

	Santiniketan. Visva-Bharati Library.
	Annual report for 1955-56.

For anonymous classics and the sacred books like the Gita, Koran, Bible, Ramayan etc. and for series publications, the rule is to enter the name of the sacred book, the anonymous classics and the series as the author. Separate author cards should be made by the names of the individual editors of the sacred books and the anonymous classics and by the names of the individual authors of each of the serial publications. But the former is more important than the latter.

	Gita.
	Bhagavad Gita or the sacred lay. Translated with notes by John Davies. 1893.

Encyclopaedias and dictionaries are generally better known by their titles than by the names of their authors or editors. For the main entry for such books write the title on the top line at the title indentation. If it is a long one continue it from the author indentation of the next line. In cases when the author or editor is more important and known, make the main entry under the name of the author or writer.

		Kenkyusha's new English-Japanese dictionary, edited by
	Y. Okakura.	1945.

Periodicals, when they form a complete set bound in a volume, are treated as a book. For their cataloguing the latest title of the periodical which is known to the readers should be given prominence. To prepare the main entry, enter the latest title of the periodical from the author indentation of the first line and, if it is a long one, continue it from the same indentation of the next line. After a period and a space, write the volume and year of each.

		Indian Librarian. Vol. 9. 1951.
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Title Entries

The next important card to be prepared for the catalogue file is the title card.

To prepare this card the title of the book as it appears on the title page should be entered on the top line, starting from the title indention. If the top line is not sufficient to cover a lengthy title, the continuation of it will run from the author indention of the next line. After a period and a space, the copyright date or the publication date should be given. It must particularly be borne in mind that only the initial letter of the first word and the initials of proper names of a title will be capital letters and that all articles used as the first word of a title should be dropped.

On the next line, from the author indention, enter the author's name and dates followed by a period.

The call number should be entered at the usual place.

No title card is necessary for biographies except for those well known by their titles as a subject card should always be made for biographies under the names of the persons written about.

		Emergencies in medical practice. 1954.
	Allan Birch, C. ed.	

Subject Entries

The third important card for a non-fiction book is the subject card. In some cases readers search for books on parti-

cular subjects, not knowing any specific titles or their authors. In such cases, the subject card will be of great help.

The subject headings should be such as will be easily understood by the readers. The cataloguer should, therefore, always choose common terms rather than technical ones, the plural rather than the singular in the form of nouns. Some books will require only one subject card while others will require more than one.

In order to determine the subject of a book the cataloguer should not rely only on its title, which may be a misleading one. It is wiser to scan the table of contents and the introduction, and to look over the pages of the text. For the selection of headings it is advisable to secure a standard list of subject-headings like M. L. Sears' *List of Subject Headings for Small Libraries*. In case a library does not possess one, the cataloguer should compile a list of the subject headings used in the library cataloguing and also in "see also" reference cards.

To prepare a subject entry, the subject heading is entered in the title indention using red ink. Leaving one line blank after the subject heading, the rest of the card is then filled in in the form of the main entry or author card.

As Theresa Hitchler writes in her book, *Cataloguing for Small Libraries*: "For many subjects it is possible to make subject reference cards....For example for all books on Physics, instead of making separate subject cards under the heading Physics, which would necessitate ten cards if you have ten books on the subject, make instead one card 'Physics, see books on shelves 530'." This can be done only in case no books except those on physics are classified in 530. If you have a chapter or part of a book devoted to physics in a work not classified under Physics, it will be necessary to make a regular subject card under the heading "Physics".

The call number should be written as usual on the first and second top lines of the class indention.

		India—History.
	Mazumdar, R. C., Roychoudhury, H. C. & Datta, K.	Advanced history of India. 1950.

For individual biographies make the subject card with the name of the biographee. The name of the biographee should be written on the top line at the title indention in red ink and, if possible, the dates of his birth and death should be given. Leave one line blank and then, in the following line, write the name of the author and, in the next line, the title of the book.

		Patel, Vallabhbhai. 1875-1950.
	Parikh, N. D.	Sardar Vallabhbhai Patel. 2 vols. 1953.

Cross Reference Entries

Cross reference cards act as signposts which lead readers from one term, name or subject to another heading under which an entry might be looked for or to other headings under which related material may be found.

There are two kinds of cross reference entries :

1. "See" references which lead from one term to another already adopted.

2. "See also" references which lead from one term to other headings, mostly subject headings, under which related material may be found. In "see also" references the alternative names should occur as headings in index entries.

It should be carefully confirmed that there actually is a card entry in the catalogue file to which reference is made.

To prepare the "see" and "see also" reference entries enter the word or the phrase from the title indention. Follow this with a comma and after a space enter the "see" or "see also". On the next line, from the author indention, enter the subject heading or headings you choose and already referred to in other cards. This should be followed by a period. For the name references, when the author has used a pen name, add the word "psued." in between the author's pen name and the word "see". The word "psued." should be followed by a period.

		Bookbinding, see
	Binding of Books.	

		Bibliography, see also
	Books. Cataloguing. Library Science.	

Analytic Entries

The purpose of analytic entries is to analyze separately the author, title and subject of a volume not entered on the three usual cards. These entries are so called because they are results of analyzing the contents. This work of analyzing the

parts of a book is particularly important for a small library where the collection is small. If a volume containing several parts is written by several authors then the entries made according to the major or important portion of the volume will not be sufficient to inform the readers about other parts. Suppose a single volume contains sections by Tagore, Iqbal and Sarojini Naidu. If only one author card in the name of Tagore is prepared, it will not be possible for the readers to trace from the card-file of the library the other parts of the same volume written by Iqbal and S. Naidu. Or if one title or subject card is made for *History of Bengal*, edited by Dr. R. C. Mazumdar, which contains several important articles by reputed authors, it will be difficult for readers to find out the titles and subjects of the different articles contained in the volume. In order to analyze the different parts, author, title and analytic cards should be made in such cases.

Author analytic. When a book contains several parts written by several authors bound in one volume, a collection of writings by different authors edited by another, make author analytic cards for the same.

Title and Subject analytic. Similarly, separate title and subject analytic cards should be prepared for such volumes to bring to light the titles and subjects not covered by the usual cards.

For example, the volume, *History of Bengal*, edited by Dr. R. C. Mazumdar, contains several important articles by distinguished Indologists like, (1) "Sanskrit Literature" by Dr. S. K. De, (2) "Religion" by Dr. P. C. Bagchi, (3) "Sculpture" by Dr. N. R. Ray etc. In this case, besides the usual cards we have to make separate author, title and subject analytic cards for each individual chapter.

The form of the analytic author, title and subject cards should be as usual. In order to individualize the cards the pagination, i.e. the pages covered in the volume and date of publication, if different from other parts of the volume, should be stated.

- Author analytic :* Bagchi, P. C.
Religion. (In History of Bengal by R. C. Mazumdar.
Vol. 1. 394-425 p.)
- Title analytic :* Sanskrit literature.
De, S. K. (In History of Bengal by R. C. Mazumdar.
Vol. 1. 290-363 p.)
- Subject analytic :* Sculpture—Bengal.
Ray, N. R.
Sculpture. (In History of Bengal by R. C. Mazumdar. Vol. 1. 520-545 p.)

Maps and Atlases

Maps and atlases are useful in small libraries as well as large ones. There are very many ways of keeping maps. Those which are in great demand may be hung on the wall for free use, others may be mounted on rollers in sets, while still others may be cut into uniform rectangles and, after proper mounting, may be kept folded.

Maps and atlases should be properly indexed. "Let us see how index cards should be made for them.

1. *Heading.* Enter maps or atlases under the name of the person, persons or corporate body responsible for publication.

	Mark, Thomas.	
		Student's atlas of Ind. history. 1952.

2. *Title and imprint.* Enter the title as it is given either on the face of the map or on the title page of the atlas. The

date of publication is very important so it should be carefully included with the name of the publisher and place of publication.

	India.	Survey department.
		Road map of India. 1920.

3. *Collation.* Enter the word "map" with the number of sheets and the size in centimètres.

		National geographic society. U.S.A.
		Northern Africa. Compiled and drawn in the cartographic section of the National Geographic Society. Edited by John Oliver LaGorce. Washington. Dec. 1954. Map 46 x 58½cm fold to 23cm Scale : 1:7,500,000

Capitalization

In English capitalize :

1. Proper names, e.g. Abul Kalam Azad, South America.
2. Adjectives derived from proper names, e.g. Shakespearean tragedy (but not when used in a generic sense, e.g. indian ink).
3. Common nouns and adjectives forming an essential part of a proper name, e.g. West Bengal.

4. Names of counties and administrative divisions, e.g. Poona District.
5. Names of regions, localities and geographic features, e.g. Pacific Ocean.
6. Names of organised bodies, e.g. United Nations Organisation, and the initials used for their names, e.g. UNESCO.
7. Names of calendar divisions.
8. Names of historic events and important historic documents, e.g. Gupta Age, the Magna Carta.
9. Religious terms, words denoting the Deity, names for the Gita, Koran and other sacred writings, names of religious bodies and their adherents.
10. Titles of persons, e.g. Rajendra Prasad, President, Indian Union.
11. Degrees, e.g. Ph. D., M.A., etc.
12. The first word of the title of a book or periodical but all principal words in the title of a newspaper.
13. The first word of a sentence.
14. Names of people, races and nationalities.
15. Abbreviations of the various eras, e.g. A. D., B. C., etc.

Rules for Filing Cards

File the cards according to the first word of the top line. Disregard an article if it is at the beginning.

File the cards word by word or letter by letter. It is better to file them word by word.

Word by Word Arrangement

Animal Life
Animal Life and Intelligence
Animal Psychology
Animal Worship
Animism

Letter by Letter Arrangement

Ability Tests
Abnormal Psychology
Absolutism
Abstractionism
Achintya Bhedabheda

Disregard punctuation marks and apostrophes in filing cards.

When the same word, in a dictionary catalogue, is used for a place, person, a title or a subject the cards should be arranged in the following order: Person, Place, Subject, and Title.

Person :	Law, B. C.
	Law, Hartland
Subject :	Law-German
	Law-Indian
Title :	Law and Morality
	Law Breakers

In a dictionary catalogue, include the author's name in two groups. Arrange under one alphabet all works written, translated or edited by one individual. Arrange under another alphabet all works about him. For the works and biographies of Gandhiji, for example, first arrange alphabetically the works he wrote, translated or edited and then arrange similarly all biographies and other works concerning Gandhi.

Problem of Indic Surnames

Surname or family name is the entry word for writing the name of an author. This rule may be safely applied to Western names where the use of a surname or family name is a common practice. With Indian names, however, the matter is not so simple.

Indian Hindu Names. Some Bengali communities use double surnames, Roy Choudhury, Das Gupta, Ukil Banerjee etc. Some of the North Indian communities do not use surnames at all and the practice of omitting surnames is getting more popular every day, Rajendra Prasad, Tarachand, Ashok Kumar etc. The composition of the names of the South Indians (Tamil, Telugu, Malayalam and Kanarese) and Western

Indians (Marathi and Gujarati) are comparatively intricate because one single name may include one or more of the following :

1. The personal name of a person,
 2. The personal name of the father of the person,
 3. The name of the tribe, caste or sect to which the person belongs, i.e. the family name,
 4. The name of the person's village or the birthplace,
- e.g. Devadatta (*personal name*) Ramkrishna (*father's name*)
 Bhandarkar (*family name*)
 Kalidindi (*family name*) Mohana (*personal name*) Varma
 (*caste name*)

The Parsees also generally use three words in a name which include, personal name, father's name and the family name denoting some profession. The last word is generally the family name, e.g. Maneckji (*personal name*) Rustomji (*father's name*) Mehta (*family name*).

To select the proper entry word for cataloguing an author's name for cases like the above, treat the double surnames used by some Bengalis as a single word and enter them from the first word, e.g. Roy Choudhury not Choudhury, Roy, Das Gupta not Gupta, Das.

Where no surnames are used, enter the names in full as it is, the latter half should not be separated and used as the first word, e.g. Tara Chand not Chand, Tara, Rajendra Prasad not Prasad, Rajendra.

According to Dr. Ranganathan, in the case of South Indian names, if the last substantive word merely indicates caste or community and the penultimate word is given in full on the title page, the last two substantive words are both to be written first in their natural order, e.g.—

Tamil : Krishnaswami Ayyangar, S. for S. Krishnaswami Ayyangar.

Telugu : Radhakrishnan, Sarvapalli *for* Sarvapalli Radhakrishnan.

Malayalam : Chettur, S. K. *for* S. K. Chettur.

Kanarese : Mangesh Rao, Savour *for* Savour Mangesh Rao.

Muslim names in India became simplified from the 19th century as a result of European influence. In modern times, family names are generally used at the end of each name, e.g.—

Maulana Abul Kalam *Azad*,
Humayun *Kabir*,
Fazlul *Huq*,
H. S. *Suhrawardy*.

For present-day Muslim names, enter the last word (if it is a family name) as the entry word for author entries, e.g.

Azad, (Maulana) Abul Kalam,
Kabir, Humayun,
Huq, Fazlul,
Suhrawardy, H. S.

For a detailed discussion of Muslim names of countries other than India and Pakistan and of those of ancient India, the reader is referred to the chapter, "Muslim Names", in the book, *Classified Catalogue Code*, by Dr. S. R. Ranganathan.

When different people spell the same surname in different ways, e.g. Datta, Dutta, Dutt, Datt, the spelling as it is given on the title page of the book being catalogued should be strictly followed by the cataloguer. Adequate references should also be made.

THE PROCESS USED, STEP BY STEP, IN PREPARING A BOOK FOR
CIRCULATION

BOOKS

Make sure that the book is in good condition and is the edition ordered

Enter it in the accession register and stamp the accession number on the title page

Paste in the book plate, date due slip and book pocket

Classify the book

Assign it a Cutter number

Make shelf list and other cards

Write the call number on the spine of the book

Write the call and accession numbers on the book plate

Write the call and accession numbers on the book pocket

Stamp page 29 or 39

Stamp illustrations and maps

File shelf list cards

File other cards

Display the book

Place it on the shelf

Registration of Borrowers and Charging or Book Issuing



THE FIRST aid for keeping track of the circulation of books in a public library is the use of application cards for would-be members. When a visitor desires to become a member, he is requested to fill in an application blank. The application card should provide space for entering the name of the would-be member in block letters, his full address, age, occupation and signature. Then should follow an undertaking by the person to observe the rules of the library regarding prompt return of books, payment of fines for overdue and damaged books etc.

After proper screening of the application a borrower's card should be issued.

For school, college or institutional libraries, it is not necessary to have the borrowers fill out application cards because the office record will furnish the librarian with any information he requires.

A borrowers' register, either ruled or blank, in which the name of each person entitled to use the library, his address and the date on which his registration expires need be maintained only by public or semi-public libraries.

Having been properly registered, the intending user proceeds to select his book.

BORROWER'S APPLICATION CARD

No.

Name (block letters)

Age.....Occupation

Address

I, a resident, hereby apply for the right to use the Library and I agree to comply with all its rules and regulations, to pay all fines, to make good any loss or injury to books caused by me and to give notice of any change of address.

Signature.....

Lending libraries are divided into two classes—closed-shelf and open-shelf. In a closed-shelf library the user is not permitted to pick out books from the shelves and browse through them before deciding which he would like to borrow but has to select them by consulting the catalogue. The open-shelf library permits the reader to go personally to the shelves and select his books.

The spirit of a library should be to help the development of human personality by encouraging the habit of reading. While it is true that the open-shelf system encourages a love for books and the reading habit, there are disadvantages too. The objections against this system are mainly two: 1. increased opportunity for theft, and 2. increased rough handling of the books by the readers wears out the books more quickly and disarranges them on the shelves.

As regards the first objection, theft of books in an open-shelf library can be controlled if the library building is well planned. There should be one entrance and one exit, with proper checking at each point. The readers should not be allowed to carry private books and other belongings into the library.

Having selected his book or books, the reader is met by

another restriction: He is allowed to draw only a limited number of books. The number is decided by a library after considering the value, volume and variety of demand.

The process of issuing a book from a library to a reader is known as the *charging process*. An efficient charging process should show:

1. How many books have been issued each day and their types;
2. Who borrowed the books; and
3. The due return date for each book borrowed from the library.

The following two charging processes are widely used: the Newark System and the British Browne System.

Newark System

For the operation of the Newark System, the following materials are required:

1. A combined envelope and date-slip for each book. The envelope holds the book card and the date-slip shows, in two columns, the date the book is due for return and the actual date it is returned;
2. A book card for each book which records the accession number, call number, author, title and provides a place for the name of the borrower or his registered number and the date the book is to be returned to the library;
3. A borrower's card for each borrower which provides space for the name and address of the borrower and his registration number. In the space below the name, the date of expiry and actual date of return will be entered. This card must be presented with the book to be issued at the charging desk.

The book card is later filed by date and call number. The borrower's card is returned when it has been dated and the number of books borrowed entered on it.

All the cards representing book issues for the day are arranged in order behind the date-guide corresponding to the date on the date-slips and borrowers' cards.

BORROWER'S CARD

[illegible]

When a book is returned, the borrower hands in his card to have the date of return stamped against the date due. Any fine for overdue is then charged. At some convenient time the book is discharged by removing the corresponding book card from behind the date-guide and replacing it in the book.

BORROWERS' REGISTER

Date.....		Register of Borrowers	
<i>No.</i>	<i>Name</i>	<i>Address</i>	<i>Remarks</i>

Browne System

For the Browne System the materials required are :

- i. A book pocket for each book on which the accession number, call number, author and title should be entered. The pocket should be in the form of a pouch into which the borrower's ticket exactly fits.

2. A borrower's ticket for each borrower, recording his name, address and the date of expiry of his registration.

3. A combined envelope and date-slip for each book. It should preferably face the inside of the back cover and the envelope should hold the book pocket.

(Practices in using this system vary a good deal. Some libraries use a borrower's pocket bearing the borrower's name, address and registration number to hold the book ticket for each book borrowed.)

In charging a book, the issuing assistant withdraws the book pocket from the envelope and inserts the borrower's ticket in it. The date slip is stamped with the due date of return. The book pocket with the borrower's ticket enclosed is placed in a file, first under the date and then under the classification number.

On the book's return, the book pocket, located by the date on the dating slip and the call number, is recovered from the file. The assistant hands over the ticket to the borrower, returns the book pocket to the envelope on the inside back cover and, in due course, the book goes back to the shelf.

For a small library, however, where the volume and variety of work is not so heavy, these processes are very intricate. It is better for them to adopt some other easier process. For such a library, the following simple as well as cheap method, requiring no more than a single ruled note book may be adopted. In this note book, for each member of the library one or two pages are reserved. The arrangement may be either in serial order of the registration numbers of the borrowers or alphabetical, according to their surnames. On the top of the page will be entered the name, address and number of the reader and below these there will be ruled spaces for the call number, date of issue, date of return and the signatures of the borrower and the librarian. When a reader borrows a book, the call number and the date of issue are filled in in their respective places on the page allotted to him and the borrower

will sign each time. When the book is returned, the librarian fills in the date of return and signs to confirm that the book has been returned to the library and received by him.

Overdue Books

Books are generally returned in time but when they are overdue for a week they should be written for politely. On further failure, a reminder should be sent reiterating the borrower's obligation to the library. The third and last step should be to forfeit the deposit and deprive the borrower of any further facilities in the library.

Renewals

The time for which books may be held is commonly fixed at two weeks. Renewal for a further period may be permitted if the book is not demanded by other members.

Rules and Regulations



EVERY MEMBER should be informed of the rules and regulations of the library. This can be done either by distributing printed sheets containing the rules and regulations to each and every member or by publicising them on a notice board at a prominent place in the library.

The rules should cover :

1. A short note on the library collection,
2. A brief account of the classification system,
3. Classification of the different types of borrowers,
4. Number of books to be issued to each class,
5. Periods of loan for general and rare books,
6. Library hours,
7. Library holidays,
8. Prohibition of smoking and the bringing of personal books and belongings into the library,
9. Library manners,
10. Miscellaneous.

All these rules must be framed to suit the type and size of the library for which they are intended.

II

Stock Taking



THE LIBRARY is a growing institution and it serves the community throughout the year. At the end of each year it is necessary to take account of the total stock in order to trace books lost, misplaced and not returned. The librarian should take an inventory of the books and periodicals by a thorough physical checking during the slack season, when the pressure of the library's work is not heavy.

For taking stock the shelf-list card file is very important. The books on the shelves should first be arranged in their proper order and then two assistants, with the help of the shelf-list cards, should start work. One assistant should read the call number and accession number of the books from the shelves and the other should check the shelf-list cards one after another (class-wise). If any book is not traceable, a special mark on the shelf-list card of the book should be made which will indicate that the book was not found. As soon as this work has been finished the librarian or his assistant must check the marked cards in order to find out, (1) whether the books they represent have been issued to any reader, or (2) whether they have been sent to the bindery etc. If a missing book cannot be placed in either of these categories, it can be taken as "lost" and appropriate entries should be made on both the accession register and the shelf-list. The shelf-list card of the lost book should be removed from the file and kept in a special box.

An alternative procedure may also be followed. In this case long sheets of paper with numbers printed serially on them are used. As in the method described earlier, one person should read the accession numbers written on each book while the other ticks off the numbers called out on the sheets bearing the serial numbers. After checking all the shelves the sheets should be compared with the serial numbers of the accession register and the accession numbers should be marked according to the marks on the rolls of paper. The books whose accession numbers remain unmarked should be searched for both in the issuing department as well as the binding department. The withdrawal register should also be consulted to find out whether the book has been previously rejected. If no trace of a particular book is available in these records, the book can safely be declared "lost".

A list of the lost books should carefully be prepared and placed before the library committee and important books which have been lost should be replaced.

Reference Service



REFERENCE service is an important part of the work of a library. It consists in the assistance given to the readers in their use of the library resources through personal contact.

Dr. Johnson said, "Knowledge is of two kinds. We know a subject ourselves or know where we can find information upon it." The latter part of his saying has a bearing on the duty of a reference-librarian who is expected to know well how to find required information from the available resources of a library.

The duties of a reference-librarian may be divided as follows: (1) to help readers find necessary information from the available resources, and (2) help readers in the use of library records and resources and to guide their reading.

Readers come to a library not only for books but also for help and guidance in their many problems. Librarians should, after properly understanding the problems, try to help them with the proper materials and to guide them on how to find the answers. The volume and variety of the problems and questions vary considerably with the size and type of library. The reference questions of school, university, public and special libraries will vary both in quality as well as in volume. Some typical questions are given below:

What is the height of the Alps?

- What is meant by "Plagistrapism"?
Where can I find a brief account of Chinese Art?
What books should I read on Child Psychology?
Where is Lake Success?
Who is Ranganathan?

In most cases, reference librarians can answer the above types of questions with the aid of standard reference books and the catalogue files of the library. Besides these, a reference department should maintain files of current journals and newspaper cuttings for information on recent events and discoveries. In some cases the collection of reference books of a particular library may not be sufficient. In such cases the librarian may contact other libraries and institutions for aid in obtaining the required information.

Now comes the question: What is a reference book? Every book is potentially a "reference book", some are of particular reference value because they have been specially written or compiled to be comprehensive, yet condensed, and so organised as to present large quantities of facts and other information from some useful point of view. Books of these classes are generally known as reference books and they form a special collection in a library for ready use and consultation by the readers. As any of these books may be wanted by any reader at any time they should always be kept within the library and should not be issued out.

Another duty of a reference librarian is to teach readers how to use the library, particularly the reference books and the card catalogue which will help readers to locate the books and information they need themselves. This aspect is extremely important as the librarian and his staff cannot always be available to the numerous readers who attend the library.

The reference section of a library should be provided with the following types of reference books:

1. *Encyclopaedias*: An encyclopaedia provides information

on numerous subjects in a concise form, arranged alphabetically, with necessary illustrations, maps, charts and bibliography. The *Encyclopaedia Britannica* is the standard example of this class.

2. *Dictionaries* : A dictionary gives information on words arranged alphabetically with their respective pronunciations, spellings, synonyms and definitions. For the English language, *Webster's New International Dictionary of the English Language* is a representative and well-known work.

3. *Special Dictionaries* : Besides the general works, there are special dictionaries dealing with particular subjects. In special dictionaries the treatment is more exhaustive and more scientific. In all branches of knowledge special dictionaries are available, e.g. medical dictionaries, technical dictionaries, biographical dictionaries etc. Biographical dictionaries give short biographical sketches of important persons and may be either regional or international. The *International Who's Who* represents the latter type while the *Dictionary of National Biography* the former.

4. *Year Books and Annuals* : These contain summaries of events with related statistics on international or regional affairs. *The Statesman's Yearbook* is a reliable handbook of descriptive and statistical information about all countries of the world, while *The Indian Year Book* is quite exhaustive on the current Indian topics. Besides these, there are year books on special subjects such as the *Year Book of Education*, the *Health Year Book* etc.

5. *Handbooks and Guide Books* : These are mainly designed to provide the varied types of information and maps needed by general readers and tourists. Examples : *Murray's Guide-book* and *Cook's Traveller's Handbook*.

6. *Annuals and Directories* : These mainly provide specific information in different fields of activity, the respective statistical data on them, information on recent developments and personalities and institutions concerned. Examples are *Kelley's Post Office London Directory* ; *Industry Year Book and Directory*.

7. *Index and Bibliographical Works*: These systematically describe and record information on printed materials on particular subjects arranged chronologically. Examples: *Bibliography of Indian History and Oriental Research* (Fernandes, B.A.), *Bibliography of Education*, *Poole's Index* (1802-1906).

8. *Gazetteers*: These refer to the names of places with information on their history, nomenclature, location, population and other statistical data. They are very important reference books and may be described as "Geographical Encyclopaedias". Examples: *Longman's Gazetteer of the World*, *The District Gazetteers of India*.

9. *Maps*: These are graphic manuals marked with locations of countries, rivers, hills, cities and towns. Atlases are collections of maps and there are special atlases with a particular emphasis on a particular topic such as the *Atlas of American Agriculture* and *Atlas of Classical Geography*.

10. *Local Collection*: A library should take particular interest in building its local collection, i.e. books, maps and other documents related to the particular place in which the library is located. It is natural that readers of the locality will be particularly interested in such material.

In addition to its reference collection, the dictionary catalogue of a library is highly important for the reference department. It should be borne in mind that the purpose of the entire reference collection is to provide readers with correct and up-to-date information. Hence every care should be taken to keep the reference collection up-to-date. While selecting reference books for a library, the following considerations should be borne in mind:

1. *The Topic and Scope of the Work*. Before recommending the purchase of a particular reference book, the librarian should examine in detail its special point of view and its presentation of the materials.

SAMPLE REFERENCE BOOKS

	General	Philosophy	Religion	Social Sciences
Encyclopaedias	<i>Encyclopaedia Britannica</i> <i>Encyclopaedia Americana</i> <i>Chambers's Encyclopaedia</i> In addition to these there are also encyclopaedias in Indian and other languages.		<i>Encyclopaedia of Religion and Ethics</i>	<i>Encyclopaedia of Social Sciences</i>
Dictionaries	<i>Oxf. Eng. Dictionary</i> <i>Webster's New Int. Dictionary</i> <i>Funk and Wagnall's New Standard Dictionary</i> <i>Allen: Dic. of Abbrev. and Synonyms</i> <i>Fowler: Mod. Eng. Usage</i> <i>Partridge: Dic. of Slang.</i> In addition to these there are also dictionaries in Indian and other languages.	<i>Baldwin: Dic. of Philosophy and Psychology.</i>		<i>Young: Dic. of Social Welfare.</i> <i>White: Political Dic.</i> <i>Sloan: Dic. of Economics</i>
Biographical Dictionaries	<i>International Who's Who Dic. of National Biography</i> <i>Chambers's Biographical Dictionary</i> <i>Webster's Biographical Dictionary</i>			
Yearbooks and Annuals	<i>Whitaker's Almanac</i> <i>Statesman's Yearbook</i> <i>Asian Recorder</i> <i>Times Indian Yearbook</i>			<i>Social Work Yearbook</i> <i>U. N. O. Yearbook</i> <i>Municipal Yearbook</i> <i>Industry Yearbook & Directory</i> <i>Economic Almanac</i>
Guide Books and Handbooks	<i>Chambers's Book of Days</i> <i>Cook's Traveller's Handbook</i> <i>Murray's Handbook</i> <i>Kane-Famous First Facts</i>			<i>Reuter: Handbook of Sociology</i>
Indexes and Bibliographies	<i>Pooler Index (1802-1906)</i> <i>International Index Book Rev. Digest</i> <i>Sesterman: World Bibliography of Bibliographies</i> <i>British Museum Catalogue</i> <i>Mudge: Guide to Ref. Books</i> <i>Index Bibliographicus (UNESCO)</i>	<i>Louttit: Handbook of Psychol. Literature</i>		<i>Basic Facts and Figures (UNESCO)</i> <i>Social Science Bibliography (UNESCO)</i>
Gazetteers	<i>Lippincot's New Gazetteer</i> <i>Chambers's Concise Gazetteer of the World</i> <i>Dist. Gazetteers of India</i> <i>Census Report</i>			
Maps and Atlases	<i>Hammond's New World Atlas</i> <i>Philp's International Atlas</i> <i>Encyclopaedia Britannica World Atlas</i>			<i>Bartholomew: Oxf. Economic Atlas</i>

ARRANGED SUBJECTWISE

Science	Useful Arts	Fine Arts	Literature	History & Geography
Hutchinson's <i>Technical and Scientific Encyclopaedia</i> Jones' <i>Engineering Encyclopaedia</i> Nostrand's <i>Scientific Encyclopaedia</i>	Montroze : <i>Cyclopaedia of Education</i>		Shipley: <i>Encyclopaedia of Literature</i>	
Henderson: <i>Dic. of Scientific Terms</i> James: <i>Mathematical Dic.</i> Hackh: <i>Chemical Dic.</i>	Chamber's <i>Technical Dic.</i> Black's <i>Medical Dic.</i>	Ware: <i>Short Dic. of Architecture</i> Elson: <i>Music Dic.</i>	Harper's <i>Dic. of Classical Literature</i>	Rice: <i>Dic. of Geological Terms</i> Webster's <i>Geographical Dic.</i>
National Register, C. S. I. R.		Baker: <i>Biographical Dic. of Musicians</i>	Lampriere: <i>Classical Dic. of Proper Names</i> Sharp: <i>Short Biographical Dic. of Foreign Literature</i> Cousin: <i>Short Biographical Dic. of English Literature</i>	
Science Yearbook		Theatre book of the year		
Handbook of <i>Chemistry & Physics</i> Barlow's <i>Tables</i> Lange: <i>Handbook of Chemistry</i> Gray: <i>New Manual of Botany</i>	Palmer: <i>Handbook of Nat. History</i> Bailey: <i>Manual of Cultivated Plants</i> Gray: <i>Anatomy of Human Body</i> Hool: <i>Handbook of Building Construction</i>	Gardner: <i>Art through the Ages</i>	Thrall: <i>Handbook of Lit.</i> Oxf. <i>Companion to Classical Lit.</i> Oxf. <i>Companion to Eng. Lit.</i>	Keller: <i>Dic. of Dates</i> Ploetz: <i>Manual of Universal History</i>
Parke: <i>Guide to the Lit. of Mathematics and Physics</i> World List of <i>Scientific Periodicals</i>	Robert: <i>Guide to Tech. Lit.</i> Larson: <i>Guide to Business History</i>		Cambridge <i>Bibliography of Eng. Lit.</i> Baker: <i>Guide to Best Fiction</i> Index Translationum (UNESCO)	Fernandes: <i>Bibliography of Ind. Hist. and Culture</i> Wright: <i>Aids to Geographical Research</i>
			Bartholomew: <i>Literary and Historical Atlas</i>	Putnam's: <i>Historical Atlas</i>

2. *Author's Standing.* Reference books purchased should be authoritative works by eminent persons and institutions otherwise it is not possible to rely on them. The author or editor's education, experience, reputation and previous record should be taken into account while selecting reference books.

3. *Date of Publication.* This is very important in view of the fact that the aim of the reference service is to furnish the reader with up-to-date information. Before consulting any reference book the date of publication should be carefully noted, otherwise the information obtained may be back-dated.

4. *Comparison with Other Books of the same Type.* This will inform a librarian of the differences, arrangement, order and purpose among them. Without this knowledge a librarian may miss something for which he is looking.

In present-day library service efficient reference work is an effective means of popularising a library—of making it a creative institution. It is the process of establishing real contact between the book and the reader through the personal service of the librarian. Dr. Ranganathan says: "It has to be realised by all concerned that a library is essentially a social institution designed to serve humanity and that at the ultimate stage all service to humanity can be only through personal service by those who have specialised in rendering of the service concerned."

Publicity



IN UNDER-DEVELOPED countries the percentage of literacy is very low. A hundred years or more of foreign rule has made people in these countries poor and ignorant and the average person knows nothing of the usefulness of libraries and books. It is here that extensively organized publicity in a popular form and through proper channels can contribute substantially to bringing home to the people the utility of a well-organized library system.

What is the meaning of the term "publicity"? Its simple meaning is the process of bringing something to public notice through exhibition or some other means. Library publicity brings the resources and new acquisitions of a library to the attention of its readers and thus invites them to the feast at the disposal of the library; it makes the library an effective and popular organization by bringing more readers within its fold and by creating new readers every day. Hence it is an important part of a library's work.

The ideas of the world are changing fast. Conceptions of the purpose of a library have kept in step with them. Previously knowledge was monopolized within a limited circle and a library was a precious acquisition for the few: Like the greedy rich, libraries used to collect books and preserve them—and there was the end. Now, in addition to these two functions—collection and preservation—libraries have assumed a third function—dissemination, i.e. the proper distribution

of appropriate books to appropriate persons at the appropriate time. A book, however scholarly and precious it may be, without proper readers is now-a-days considered a useless production.

Modern nations are doing their best to democratize knowledge with the help of printed materials. Every available book should be utilized properly for the benefit of the nation and libraries must help to establish contact between books and readers through organized publicity about new books, their contents and their usefulness, and by making the libraries themselves attractive, easily accessible and popular. It is only the fulfilment of these functions that makes a library a live, creative institution. Without this sort of activity, a library will remain stagnant and sterile.

To make each and every library a real centre of knowledge for the community which it serves, the librarian must make the institution physically attractive and employ publicity and display methods with skill and sincerity.

When the general educational standard is very low, as in South East Asian countries, people will, in the initial stages, seldom go out of their way to visit a library. But if they don't come to the library, the library should go to them through a well-organized system of mobile service. Organizing mobile libraries and creating interest in reading among the people will require patience, courage and perseverance on the part of the librarian. Book-mobiles should travel the dirty and dusty roads of the rural areas in order to reach the little one-room school, the working man in the field, the housewives and children of the far-away village homes, the shut-in invalids, the old and the blind.

To make the people conscious of library activities and usefulness, publicity in the most attractive, organized and popular form is essential. The following steps are recommended :

1. *Publicity through notices and poster displays.* Lists of new acquisitions should be compiled and displayed for the

readers' information on the library notice boards and in other important places of the locality. If possible, the lists should be brought to the notice of the public through the local newspapers, cinemas and radio station. Attractive posters (coloured ones are preferable) depicting the usefulness of libraries through pictures should be displayed around the locality. The radio and the cinema can be used as popular media for library publicity.

2. *Publicity through personal service.* This includes reference service and helping readers in the use of the library.

To attract people to it, the library should invite specialists and well-known personalities in the fields of literature and learning to deliver popular lectures in the library. It is the duty of a librarian to let the readers know about the sincere invitation of the library and its friendly, helpful attitude. There must be someone within the library to welcome a new reader saying, "Take my hand; for I have passed this way and know the truth."

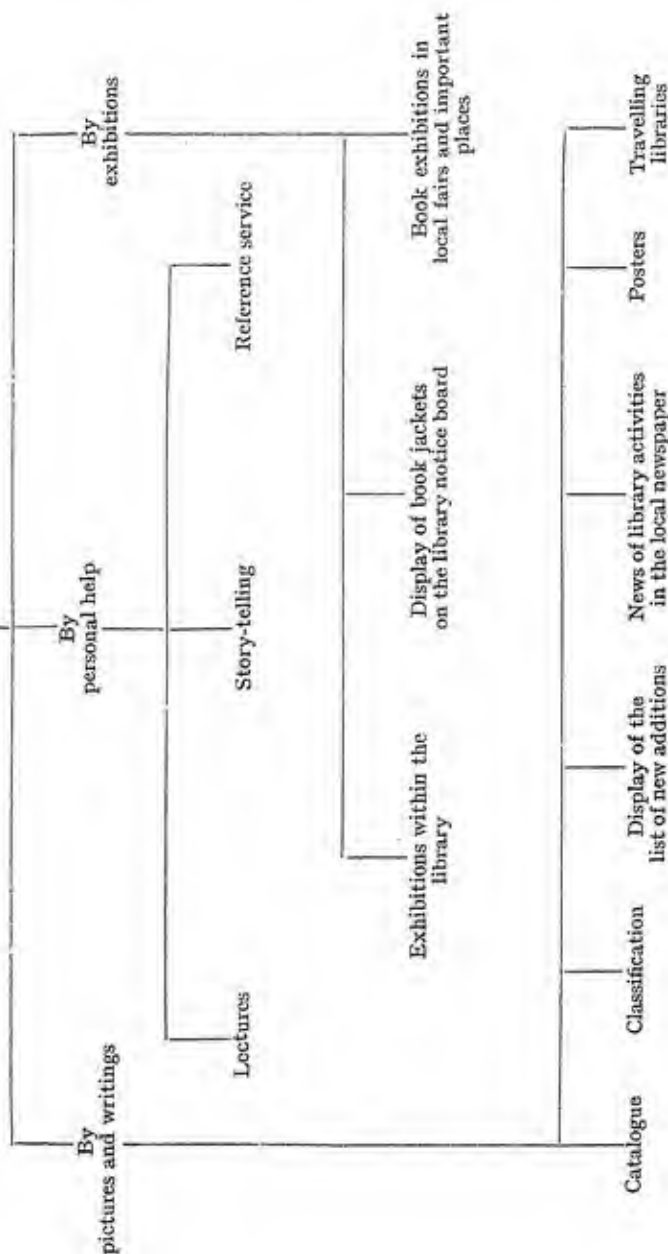
To attract children to a library and to put them at their ease within its walls, the library should regularly organize story-telling hours when a member of the staff tells them interesting stories and refers to books related to the stories told.

3. *Publicity through exhibitions.* To make a library a centre of attraction for people of all ranks of the community, exhibitions of books, needle-craft and other hand-work (for the housewives particularly), farm products (for the farmers), toys and games (for the young ones) etc. should be organized within the library. This helps to make the people aware of the presence of a library and to make their contacts with the library closer.

To make a library physically attractive, the following standards should be maintained:

1. The library should be situated in a central place in the locality served;

LIBRARY PUBLICITY



2. There should be enough light and air within the library ;

3. The seating arrangements should be comfortable ;

4. The atmosphere of the library should be homely so that readers feel free to enter the library and ask for any help they require and be at their ease while making use of the library facilities ;

5. Books should be easily available and the library rules should not be very strict.

In under-developed countries, the stimulation of interest by embracing every opportunity to speak before local organizations about the library aims and its ability and willingness to do public service is an important means for making it a really successful nation-building institution.

Preservation and Care of Books



THE PRESERVATION of books and documents and their protection against damage done by climatic conditions, insects, fire and human beings are particularly difficult problems. The problems of fire and vandalism are common to all countries but high temperatures and humidity, dust, insect marauders and the scorching sunlight are some of the innumerable problems which create particular difficulties for librarians in tropical countries.

Climate. Frequent changes of temperature and humidity due to climatic variations are the causes of gradual deterioration of a variety of objects. This problem is not so acute in cold countries. To minimize damage resulting from these causes, books should be kept in comparatively dry rooms and, if possible, the temperature of the stack rooms should be controlled artificially to keep it normal. As a security against damp, the foundations of a library building should be well laid and the floor should be raised high.

Insects and Other Pests. How many are the species harmful to books! Among them rats, white ants, cockroaches, silverfish and other tiny insects like beetles and book-lice are the most common. Some seek permanent homes among papers, while others stay only for a period, but long enough to do considerable damage.

Mildew and Foxing. These minute vegetable growths generally thrive on old objects and in damp places. The best way to protect books against these diseases is to keep them in a comparatively dry place and to rub leather bindings with birch or cedar oil from time to time.

There are six main groups of insect pests :

1. *Cockroaches* are well-known all over the world. They disfigure books by eating the varnish and colour of the binding. Borax can be used as an antidote ; cockroaches also have the greatest antipathy for common salt.

2. *Beetles* are the true book-worms. They do damage by boring tunnels through covers and pages. Books attacked by these pests should be immediately removed from the shelves and, after proper dusting, refined kerosene oil or benzine should be carefully applied on them.

3. *Book lice* are tiny insects that feed on glue and paste. They are not as harmful as beetles. They should be dealt with in the same way as beetles.

4. *Silverfish or fish insects*, like cockroaches, disfigure books by eating the colour of the binding, being very partial to the glaze used in the colouring matter. A good method to save the colours and varnishes of the bindings is to apply on the cover of each book as soon as it is received a coating of good copal varnish.

5. *White ants or termites* generally breed in damp places and cannot stand the sun. They live within the walls of buildings or make for themselves tunnels or tubes of earthy material on the walls. The damage done by them, both to books and furniture, is immense and sometimes irreparable. If any white-ant hole is detected, kerosene oil should immediately be spread over it. D. D. T. and Gammaxene powder also give satisfactory results. Often, however, it will be necessary to take the aid of specialists in pest control to overcome this menace.

6. *Moths* are small insects related to the butterflies and their larvæ feed on cloth, wool and leather used in the binding.

To fight against these enemies, libraries should try to follow the undermentioned suggestions :

1. Cleanliness is the most important factor and calls for great and unremitting care. Frequent and regular washing of floors and dusting and painting of bookcases, shelves and furniture is absolutely essential.

2. Like human beings, books require air and light. Insects and other pests thrive in dark and badly ventilated parts of a library. Every care should be taken to ensure proper ventilation within a library. Books should not be packed too tightly on the shelves. Smoking should not be allowed within the library as tobacco fumes are known to be injurious to books because ammonia is always present in them.

3. Cheap types of pasteboard (not well rolled) sometimes used for binding books are often a source of pests. Either the cheap pasteboard in the binding should be removed or, to prevent the pest from leaving the board and attacking the pages, strong-scented dry neem leaves (*melia A zardirachla*) and tobacco leaves should be placed in between the boards and the pages on both sides. To the infected boards, if it is not possible to remove them, refined kerosene oil should be applied on the infected areas with a soft brush.

4. Books which rarely receive air and light should at intervals be exposed to the morning sun for a few minutes. Leather-bound books should not be so exposed. The period of exposure should be very short, viz. 3 to 5 minutes. Over-exposure will damage considerably both binding and paper.

5. As a preventive against insects, a library should be dusted with D. D. T. powder and sprayed with Flit at regular intervals. Camphor, naphthalene, borax etc., in little linen bags, should be kept on the shelves.

Library Equipment and Furniture



THE FURNISHING of a library with proper equipment, fixtures and furniture should be planned with due care and attention. This will help the easy working of the entire system and enable the library to serve the greatest number of people with the least possible space, confusion and outlay of money.

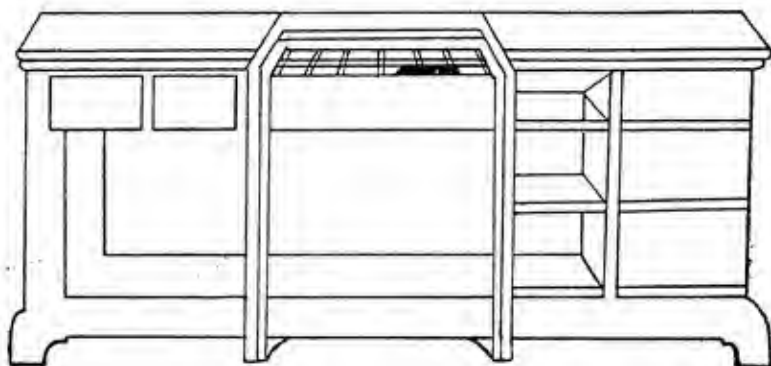
A list of the essential equipment, fixtures and furniture for a middle-sized library is given below :

1. Charging Desk and Tables
2. Chairs
3. Shelves
4. Charging Tray
5. Bookends or Book-supports
6. Vertical File
7. Card Catalogue Cabinet
8. Magazine Rack
9. Dictionary Stand or Holder
10. Book Plates or Rubber Stamp with the name of the library
11. Rubber Date Stamp and Ink Pad
12. Bulletin or Notice Board
13. Accession Book
14. Withdrawal Book
15. Borrowers' Register

16. Application Cards
17. Guide Cards for Catalogue Files
18. Book Cards
19. Catalogue Cards
20. Borrowers' Cards
21. Tray for Borrowers' Cards
22. Book Pockets and Date Due Slips
23. Adjustable Book Holders
24. Newspaper Sticks and Holder
25. Wall Clock

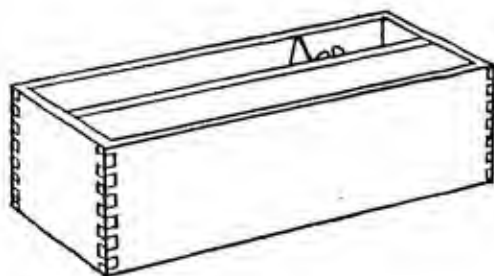
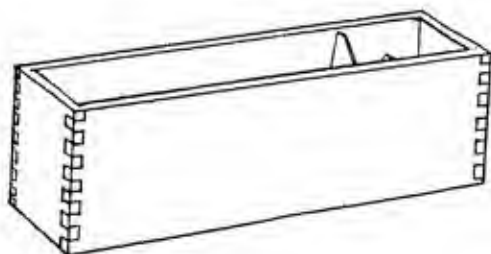
The charging desk should be near the entrance of the library so that readers will not be disturbed by those who come only to return books. The size of the table will vary according to the size of the room. There are many styles of desk, straight, U-shaped, L-shaped etc. and they may be of sitting height, $32\frac{1}{2}$ inches, or standing height, 39 inches. It is better to have a straight sectional desk of sitting height.

CHARGING DESK



The charging tray is required to keep the daily charges of books. It may be either a double or single charging tray. The inside measurements of each compartment are $3\frac{1}{4}$ inches wide, 12 inches long and $3\frac{3}{8}$ inches high, to hold 7.5×12.5 centimetre (3×5 inch) cards.

CHARGING TRAYS



The card catalogue cabinet should be placed between the charging desk and the bookshelves. The card catalogue cabinet may contain 2, 4, 6, 10 or 15 drawers. As a library is a growing institution it is better to have at first a horizontal unit cabinet of 20 or 15 drawers built up on four legs with a flat top. The drawers should have a steel rod running lengthwise through the centre. In between the rows of drawers there should be two sliding shelves which can be drawn out and on which the drawers could be rested when completely

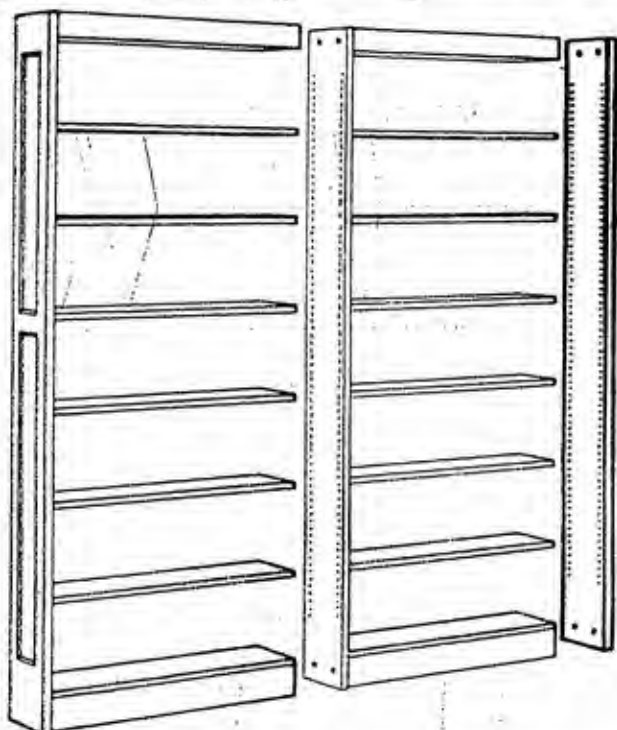
withdrawn from the cabinet. On the front of each drawer and just above the rod-head there should be a label-holder and drawer-pull.

CARD CATALOGUE CABINET



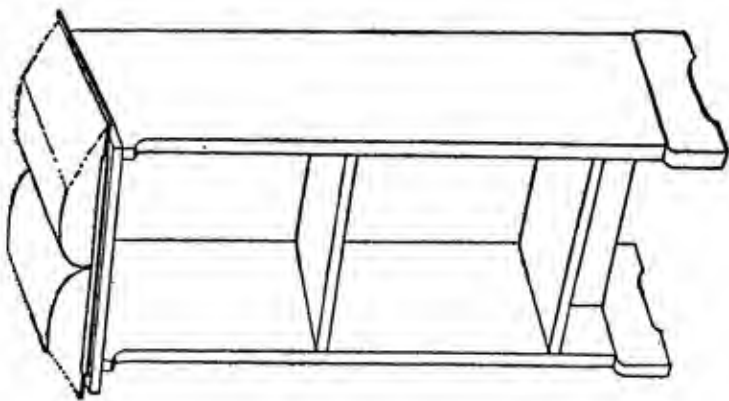
It is desirable that in a library books should be kept on open shelves. The shelves should be adjustable and their over-all height should not be more than five feet and six inches. Where shelves of greater height are used, it is necessary to use steps or ladders to reach books on the upper shelves. The shelves should be of uniform size and preferably made of steel. Wooden shelves can also be used if they are made of solid wood and if the edges are smoothly finished. The shelves may be placed within the library in parallel rows, leaving enough space for people to pass one another between the two.

ADJUSTABLE STEEL SHELF

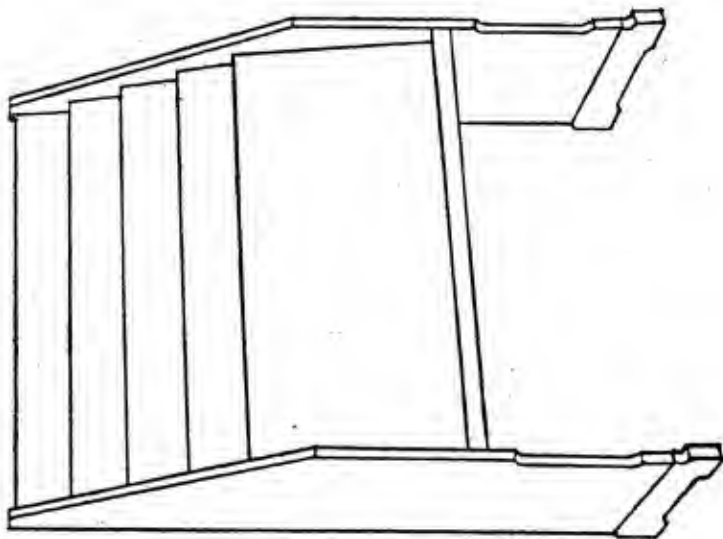


At the ends of the rows of books on the shelves metal book-ends should be placed wherever necessary. These book-ends will not only protect the books from damage but will make the total appearance of the library more tidy and neat. The book-ends will keep the volumes upright and reduce the wear on the books as leaning is likely to break the swing and wrench the covers out of shape. The book-ends should be $5\frac{1}{2}$ inches high with all corners rounded.

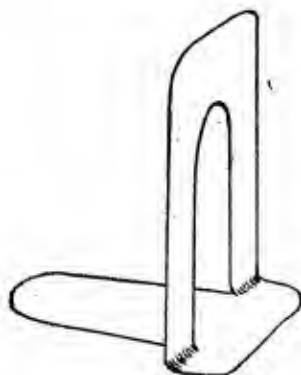
DICTIONARY STAND



MAGAZINE RACK



BOOK-END

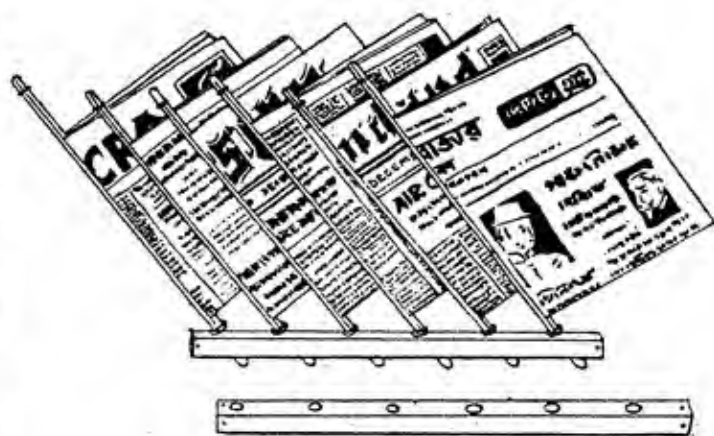


In a middle-sized library it is difficult to allow enough space for the proper displaying of journals and periodicals. A magazine rack can, within a small space, accommodate 15 to 20 journals. The compartments of the rack vary in size to house journals of different sizes. The magazines do not fall forward as they stand tilted back when they are kept in the rack. The average height of the rack is 48 inches, width 35 inches and depth 14 inches, with four or five compartments.

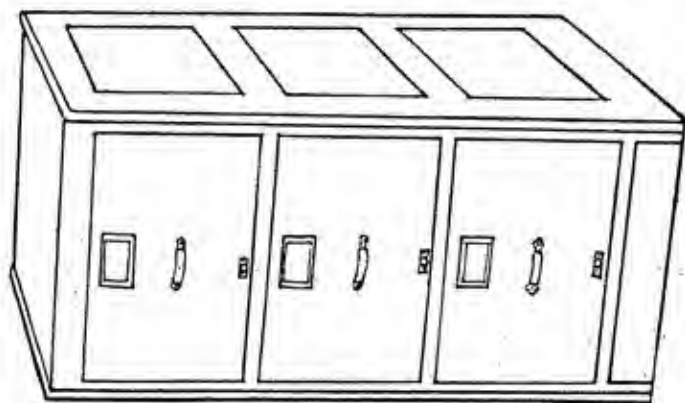
Dictionaries, encyclopaedias and other heavy reference books require careful handling. In order to make the handling of these heavy books easy dictionary-holders or -stands should be used. The base of the holder or stand should be covered with felt to protect the outer cover of the books.

The vertical file cabinet is a satisfactory container for keeping bulletins, pamphlets, pictures, clippings etc. within a small space. Not only does it save space but time also by making the material easily accessible. These file cabinets of three or four drawers of various sizes are available from the library supply houses.

NEWSPAPER STICK HOLDER



VERTICAL FILE CABINET



Like the vertical file cabinet, the newspaper stick holder also saves space. A newspaper stick, made of light wood divided into two wedge-shaped sections, is fastened into a convenient handle. A newspaper is slipped between the two sections and a rubber ring draws them together at the end, holding the newspaper firmly. A newspaper stick holder has four or five holes on it at equal distance. They are sufficiently big to accommodate the handles of the sticks. The holder may be screwed to a window or a door frame.

For the information of the readers, new additions to the library should be displayed properly and regularly. A book holder which will hold two to ten books is useful for this purpose. It is easily adjustable and folds flat when not in use. The average length of such book holders is 16 inches and the height of the ends is $5\frac{1}{2}$ inches.

Different Types of Libraries



AS THE importance of a comprehensive library service gradually gains proper recognition, more and more libraries of various kinds are being established all over the country, particularly special libraries attached to various learned institutions. The following are the main types of libraries :

Academic

1. School Libraries and Children's Libraries
2. College Libraries
3. University Libraries
4. Public Libraries—Government, Municipal and Private
5. National Libraries
6. Special Libraries

Each class of library has its own special problems and must be planned and gradually built up to meet its respective needs and requirements.

School Library and Children's Library

✓The child is the father of the man. The future of a nation depends largely on the proper training of its children. \ Habits cultivated at an early stage help to guide the child's future life. Hence, ✓it is of vital importance for the growth and

development of the nation that proper care is taken to organize school and children's libraries on healthy lines.

Between the ages of 6 and 16 children receive primary and secondary education in schools. They have their textbooks and class lessons but, besides this compulsory reading, proper encouragement should be given and facilities offered to enable children properly to channelize and develop their natural curiosity. The right type of book has the power to develop healthy mental growth and to check the truant from going astray. Every effort should be made to create the reading habit among children through the joy and pleasure of reading and not by compulsion or coercion.

Once the reading habit has been formed, children will quickly learn how they can help themselves and learn new things through books without the help of either teacher or guardian. In this way the library can help to develop independence and self-confidence amongst children.

In a library children get a chance to come in contact and mix with different types of boys and girls. This will help them to become more social and disciplined, less shy and self-centered.

It is true that some children do not like to read but there are very few who will not respond to one or other of the means of attracting children to a library outlined below.

Story-telling. Children love stories. Children's libraries should arrange a regular story-telling hour when an expert teacher or librarian regularly tells interesting stories.

Prize for the Best User. Prizes should be given to the children who make the maximum and best use of the library.

A Variety of Books and Journals. All possible interests should be catered for. The following are the types of books and related journals which should be selected: fairy tales, animal stories, epic tales, historical stories, stories of adventure, books on games and sports, travel, hobbies and handicrafts, scientific inventions and discoveries and biography.

Attractive Furniture and Decoration. The library should be attractively decorated with coloured dolls, pictures and flowers. The furniture should be comfortable with little light chairs, tables and sofas.

Other Methods. In order to make the library a centre of attraction, music, stamp-collecting, drama, recitation, photography, etc. circles should be organized within the library.

The job of the children's librarian is a very responsible and complicated one. He bears a responsibility for shaping the nation by creating healthy interest amongst children by guiding them to and interesting them in books that will stimulate their imagination, intelligence and curiosity.

The children's librarian must be of a patient, sympathetic and loving nature. Young boys and girls are very sensitive and every precaution should be taken not to hurt their feelings. The rules and regulations of a children's library should not be very strict. Though the librarian of a school library does not require to be an expert technician, he certainly requires qualities of mind and heart which no mere training in the technique of librarianship or pedagogy can give him. Only if he has these qualities can he make the library a living instrument of education.

The College Library

Students generally enter college at the age of 16 to 18. This period of adolescence when there starts a change of both the body and the mind of the students requires careful attention for proper guidance. Every action is now accompanied by an equal and opposite reaction (and "sudden emancipation") increased freedom from restraint and the realisation of personality" are accompanied by reactions that can become a menace. Young people at this age become conscious of themselves though their bodies and minds are not yet fully deve-

loped.] Sex matters gradually push themselves forward and distract these young minds. The college librarian should consider these facts with all care and cautiously try to feed these young minds that have not yet attained equilibrium.

The librarian should not only cater to the needs in respect of textbooks but must also select, collect and distribute books on cultural affairs, hobbies, sports, popular science, adventure, inspiring biographies and classical and modern literature.]

Fresh from the mofussil areas, most new students find themselves at a loss. The librarian should extend his helping hand to these students and should explain to them group by group how to use the library catalogue and the reference collections, i.e. how to make good use of the library. Guide- and visual-charts should be displayed at prominent points in the library.

Like those of a school librarian, the duties and responsibilities of a college librarian are great. He has to be not merely a technician but also a guide and a friend who will study the readers' interests with sympathy, who will analyse the readers' problems with the eye of a psychologist and will encourage them to exploit the college library in a way that will give a new dimension to their lives.)

The University Library

A university, as the highest body for teaching and research, makes direct contributions to the advancement of knowledge. The main difference between a university and a college is the former's stress on research work.

The task of a university library is to help advanced students and research workers with necessary books, journals and bibliographies through a concentrated reference service. [As D. Subrahmanyam so aptly puts it, "The value of the university libraries lies not so much in the number of books possessed by them but rather in the great mass of research and reference material available."]]

The staff of a university library should be qualified to help readers with necessary materials and reference service. The qualifications of at least a section of the staff should, therefore, be both scholarly and professional.

As a university is a composite body of several academic departments, the set-up of a university library is also a harmonious combination of several departmental and a central library. The central library maintains the union catalogue and co-ordinates the administrative and technical functions of the departmental libraries. To facilitate the work of the departments, the departmental libraries may be physically decentralized.

The library committee which is usually formed by the academic council of a university is an advisory body. The committee guides the policies of the library regarding book-selection, allocation of funds to respective subject-heads and general administration.

As a university regularly publishes a university journal and research publications, the library of a university receives the publications of other universities and cultural societies through exchange of publications.

The Public Library

✓ A public library is the people's university. It maintains the principle that knowledge should be democratized free of cost to every person irrespective of colour, caste and creed. Its aim is to unfold the varied faculties of each and every individual, adopting ways and means which are appropriate in each case. ✓

In the South East Asian countries where ninety per cent. of the people live in villages in poverty and illiteracy, public libraries, as messengers of knowledge, should be organized in a systematic way. "Its cost to the community is relatively small, its efficiency depends less on the money spent on it

than on the zeal and imagination of a few people and there is nothing spectacular in its achievements and yet it would be hard to think of any institution which performs a more vital and far-reaching service to democracy in proportion to its size."

✓The status of a nation as a whole depends solely on the welfare and achievements of its people, and everything regarding their welfare depends on their education.] There is no way to improve the standard of welfare of a people but by democratizing education through a network of schools supplemented by a nation-wide library service.

The major concentration of this educational activity should be in the rural areas and the libraries should be technically controlled on a hierarchical basis of village, thana, sub-division and district libraries. The state libraries should be responsible for proper co-ordination and organization and also for the training of staff.] There should be at least one library for every ten villages and a mobile section attached to each should visit the villages.

A mobile or travelling library should consist of a van (if not a van, at least a covered bullock-cart) containing shelves of books. The truck or the cart should carry books to the respective villages on a fixed schedule based on the respective requirements of each village. A librarian should travel with the mobile section. This will enable people in remote areas to get his advice and help.

✓The major collection of books and journals should be housed in the district headquarters which should be responsible for regular and systematic distribution of books on the basis of a proper survey of community needs.] Besides books and other printed materials, libraries should, if possible, make use of educational films, records, radio and other audio-visual appliances. These will enable the library to offer an even greater opportunity for intellectual and cultural enrichment to the people.

✓A formidable task for a public library is to supply books to

the mass of readers. There are few books and journals suitable for the neo-literate who can somehow read and write a few hundred common words with which he is familiar in his daily life.] The same difficulty was experienced by the American Association for Adult Education. This organization succeeded in producing books in a style that makes reading easy and pleasurable. For books and newspapers for adults it was also considered necessary that the size should be small and the type used fairly large. The adult pupil may carry a book in his pocket and pull it out for the occupation of spare moments that might otherwise run to waste.

Steeped in ignorance for generations, it will not be an easy task to make the mass of people conscious of the value of this movement and to kindle the interest latent in them. Nationwide and continuous organized publicity based on the study of community interests and psychology can overcome the present indifference. Through the press, cinema, radio and the publicity department of the government, extensive publicity should be organized and it is certain that patient and systematic work will succeed in popularizing public libraries, thus making it possible for them fully to realize the purposes for which they have been established.

✓The entire system of public libraries, their work and planning for the future, should be controlled by a Director of State Libraries who should be directly responsible to the State Government and who should work in collaboration with the State Education Department.] A Library Act should be passed which will empower the state to launch the public library movement; to control public libraries regarding book-selection, technical work and readers' service; and to impose a tax at the rate of 6 pies per rupee, at the most, on the property tax or house tax to meet part of the expenses of the system.

✓The idea of organizing public libraries on a countrywide scale without state help and supervision is an impractical one.

✓ Trained librarians are essential to pilot these libraries successfully. For the training of librarians, centres for short-term courses should be opened in each district headquarters so that trainees get a chance to get their training at the minimum cost and trouble. At present, universities and library associations impart training in librarianship in the metropolitan state capitals. This is costly and inconvenient for mofussil students.

The National Library

✓ A national library is the biggest and best power-house for generating knowledge for the nation. The national government must take the entire responsibility for financing it.

The main functions of a national library are :

1. To help and guide the entire nation in all its intellectual pursuits ;
2. To preserve *everything* published within the country and selected titles from other countries ;
3. To prepare and publish the national bibliography ;
4. To organize centralized classification and card indexing with unit catalogue cards in order to minimize the wastage of time and energy involved in doing the same thing in different libraries ;
5. To make the world's intellectual treasures available in the country either by inter-library or by inter-national library loans.

In modern times every civilized nation is doing all it can to build up a national library as a repository of its cultural heritage. The Library of Congress (U.S.A.), the National Library of Moscow (U. S. S. R.), the British Museum (U. K.), the Bibliotheque Nationale (France) and the National Library (India) are notable examples.]

Special Libraries

Scientific and technical libraries are of a special type as they collect materials only related to their respective fields of study and research. The chief function of such libraries is to help the scientific pursuits of the nation with all the materials and information so far available in their respective fields. This is a specialized and highly responsible task which can be rightly served only by special libraries. There are many such libraries in India attached to the various scientific, technical and industrial institutions. The libraries attached to the Tata Iron and Steel Co., Jamshedpur; the Central Board of Irrigation and Power, New Delhi; the Indian Institute of Science, Bangalore; the Indian Statistical Institute and Laboratory, Calcutta, are some typical examples. The main objects of these types of libraries are :

1. To supply their special clientele with up-to-date specialized sources of knowledge in the field served by the library ;
2. To compile an exhaustive bibliography of literature pertaining to that field ;
3. To help research scholars in the work of translation, abstraction, documentation and photographic reproduction ;
4. To meet the growing demand for specialized literature by the system of inter-library loans ;
5. To keep contact and co-operate with the corresponding special libraries of other countries so that literature on the latest developments all over the world are made available to their own readers.

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INDEX

- ACCESSIONING, 13, 15
 Accession book, 12, 13, 14, 56, 66,
 67, 83
 Accession number, 13, 14, 35, 36,
 56, 62, 67
 Accession order, 19
 Accession register, *see* Accession
 book
 All-India Library Conference, 2
 Alphabetical order, 8, 17, 20
 American Association for Adult
 Education, 98
 American Library Association, 38
 Analytic cards, *see* Analytic entries
 Analytic entries, 21; defined, 48;
 author, 49, 50; subject and
 title, 49-50
 Anonymous works, 38, 43
 Annuals, 70, 72-3
 Application card, 57, 58; example
 of, 58
 Articles, *a, an, the*, 45
 Asia Publishing House, 8
 Atlas, 50, 71, 72-3
 Auction catalogue, 7
 Author cards, *see* Author entries
 Author entries, 34, 35, 37-44
 Author analytic, *see* Analytic entries
 Author numbers, 28-30
 Author's dates, 37
 Author's initials, 40-1

 Book ends, 83, 87, 89; example of,
 89
 Book holders, 84, 91
 Book issuing, 57, 59-64
 Book label, 9
 Book lice, 81
 Bookmobile, *see* Travelling libraries
 Book number, 28, 30; defined, 28
 Book orders, 8
 Book plate, 9, 10, 56, 83; example
 of, 10
 Book pocket, 9, 11, 56, 62, 63, 83;
 example of, 11
 Book reviews, 4-5
 Book supports, *see* Book ends
 Borax, 82
 Borden book number, 29
 Borrowers' cards, 59, 60, 61, 83;
 example of, 61
 Borrower's pocket, 63
 Borrowers' register, 57, 62, 83;
 example of, 62
 Borrower's ticket, 62-3
 British Museum, 99
 Brown, J. D., 20
 Browne system, 59, 62-3
 Budget, 4
 Bulletin board, 83

 CAMPHOR, 82
 Capitalization, 51-2
 Card catalogue, 32
 Card catalogue cabinet, 83, 85,
 86; example of, 86
 Care of books, 80-2
 Catalogue card, 32, 33, 84; exam-
 ple of, 33

 BEETLES, 81
 Bibliography, 6, 71, 72-3
 Bibliographical classification, 20
 Biography, 47
 Bliss, H. E., 20

Cataloguing, 9, 31-51; defined, 31
 Charging, 57, 59-64
 Charging desk, 83, 84; example of, 84
 Children's libraries, *see* Library—children's
 Class number, 27, 28
 Classification, 9, 19-27; defined, 19
 Classification number, *see* class number
 Classified catalogue, 32
 Closed shelf, 58
 Cockroaches, 81
 Collation, 35, 37; defined, 35
 College library, *see* Library—college
 Colon classification, 20
 Compiler, 37, 38, 42
 Congress classification, *see* Library of Congress Classification
 Copyright date, 35, 45
 Corporate body as author, 42
 Cross-reference card, 34, 47-8
 Cross-reference entry, *see* Cross-reference card
 Cutter, C. A., 19, 20
 Cutter number, 29, 30, 56
 Cutter Sanborn table, 29

DATING SLIP, 9, 10, 56, 60, 61, 63, 84

Date due slip, *see* Dating slip

Decimal classification, 20, 21

D. D. T., 82

Decoration, 94

Departmental libraries, 96

Dewey, Melvil, 21

Dictionary, 70, 72-3

Dictionary catalogue, 34, 53

EDITION, 8

Editor, 37, 38

Encyclopædia, 69-70, 72-3

Equipment, 83-91, 94

Exchange of publications, 6, 13, 17, 96

Exhibition, 77-8

Expansive classification, 20

FINES, 58

Fixed location, 20

Fly-leaf, 9

Form division, 26

Format, 6

Foxing in books, 81

Frequency, periodicals, 15, 16, 17

Furniture, *see* Equipment

GAZETTEERS, 71, 72-3

Gifts, 6, 13

Government libraries, *see* Library—government

Government publications, 6, 42

Guide books, 70, 72-3

Guide cards, 32, 33; example of, 33

HANDBOOKS, 70, 72-3

Headings, 50

Hitchler, T., 46

Humidity, 80

ILLUSTRATION, 36

Imprint, 35

Index, 6, 31, 71, 72-3, 105

Indian surnames, 53-5

Initials, 38, 40, 41

Insects, 80

Inter-library loans, 99, 100

Inventory, 31, 66

JOINT AUTHOR, 41, 42

Journals, *see* Periodicals

Order card, 8, 9

Order list, 8, 9

Overdue books, 64

LIBRARY.

Children's, 92-4

College, 6, 57, 92, 94, 95

Government, *see* Public Library

National, 92, 99

Public, 5, 6, 8, 57, 92, 96, 97, 98

School, 6, 8, 57, 92-4

Scientific, 100

Special, 100

Technical, 5, 100

University, 6, 92, 95, 96

Library of Congress, 20, 99; Classification, 20

Lost books, 66-7

PAGES, 12, 13, 35, 56

Pen-name, 39

Periodicals, 5, 15, 17, 21, 38, 44

Periodical card, 16, 18

Preservation, 80-2

Prices, 5, 8, 13

Pseudonym, 38, 39, 40

Publisher, 5, 8, 12, 13, 17

Publicity, 2, 75-9; chart, 78

Public library, *see* Library—Public

MAPS, 6, 9, 13, 35, 36, 50, 51, 56,

71, 72-3

Magazine, 8

Magazine racks, 83, 88, 89; example of, 88

Main entry, 35, 37

Melia A Zardirachta, 82

Mildew, 81

Mobile Library, 76, 97

Mobile service, *see* Mobile library

Moths, 82

Muslim names, 55

RABINDRANATH TAGORE, 2

Ranganathan, S. R., 20, 28, 37, 54, 55, 74

Reader's card, *see* Borrower's card

Reference books, 69, 72-3, 74; defined, 69

Reference librarian, 68, 69

Reference service, 68

Registration of borrowers, 57

Renewal, 64

Rules and regulations, 65

SEARS, M. L., 46

"See" reference, 47, 48

"See also" reference, 47, 48

Serial, 15

Serial publications, *see* Series

Series, 32, 38, 43

Shelf catalogue, 32

Shelf, 86, 87; example of, 87

Shelf list, 13, 34, 35, 36, 56, 66; example of, 36

Size, entered on shelf list card, 35

Spine, 56

Stock taking, 66-7

Subject card, 34, 45-7

NAPHTHALENE, 82

Neem, 82

Newark system, 59-62

Newspaper, 5, 15

Newspaper stick holder, 84, 90, 91; example of, 90

OPEN SHELF, 58

Orders, 8

Subject entries, 45
Subject classification, 20
Subject headings, 46
Subrahmanyam, D., 95

TECHNICAL LIBRARY, *see*

Library—Technical

Title, 5, 8, 13, 14, 38, 40

Title card, 34, 45

Title entry, *see* Title card

Title page, 16, 17, 40

Translator, 37, 38

Travelling library, 78

UNIVERSITY LIBRARY, *see*
Library—University

VERTICAL FILE, 89, 90;
example of, 90
Volume, 17, 49

WITHDRAWAL BOOK, 13, 14,
67, 83

Withdrawal register, *see* With-
drawal book

White ants, 81





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